

## 12.0 SPECIFICATIONS, REQUIREMENTS & BID PRICING:

Vendors are to provide hourly bid prices for the below staff positions in the Excel pricing form downloadable from the County's website. See section 1.4. **Pricing is all inclusive. No additional fees are permitted.** The below positions may be active during normal, evening, weekend and/or holidays.

Contractor must certify that he/she is a duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed for bankruptcy. He/she further certifies that the Company, Corporation, or Partnership does not owe any back taxes within Fort Bend County, that he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment, and that he/she is normally engaged in this type of business. Contractor further warrants that he/she is familiar with all laws, regulations, and customs applicable to this type of service.

Contractor understands that the need for services is not guaranteed, and that County may require a minimum level of service. County may not utilize any services at all. Contractor will only provide services if requested by County and only at the levels specified by the County.

Contractor will require all of their staff to follow a professional code of conduct by maintaining a non-violent professional behavior (verbal and physical) and comply with Federal documentation requirements administered by the County.

Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of the County, to perform the services when and as required and without delays.

All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the County, is incompetent or by his/her conduct becomes detrimental to the project shall, upon request of the County, immediately be removed from association with the project.

The Contractor will pay assigned employees' wages, expenses, and benefits that vendor offers and for which they are qualified.

The Contractor will pay, withhold, and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned vendor employees.

The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations:             <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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The Contractor will:

- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.2 Lead Contact Tracer:

The Contact Tracer will report to a Contact Tracing Team Lead and be an important part of COVID-19 Response & Recovery efforts. The Contact Tracer will support local efforts to combat the COVID-19 pandemic at the community level. The aim of this effort will be to call contacts of each person diagnosed with COVID-19, gather information on the contacts, and provide isolation/quarantine recommendations and

or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

12.3 Nurses – RN and LVN:

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

#### 12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

##### Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

#### 12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

##### Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster. as well as other duties and tasks as assigned by manager.

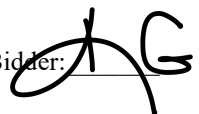
**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
- 14.5 No Bid Questionnaire if applicable

Handwritten initials "AG" in black ink, written over a horizontal line.

**\*Amendment 3**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

**SCHEDULE SUMMARY**

The one-hour gap (5PM to 6PM) between the Morning/Evening shift Monday through Friday, is the transition period. These hours are included in the regular and/or overtime hours calculation rate.

Overtime hours (time and 1/2) is earned after 40 hours of a scheduled Monday through Friday shift (Morning/Evening).

Weekend employees work weekends (Saturday and Sunday) from 8AM to 2PM, however, shifts may be scheduled and extended up to 11PM if needed. Monday through Friday shift employees (Morning/Evening) may be called or scheduled to work weekends.

Weekend shifts will be compensated for at the premium weekend rate, regardless of the original shift (Morning/Evening), or if overtime (time and 1/2) was earned Monday through Friday.

The work week runs from Monday through Sunday.

Initials of Bidder: 

**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

Angel Staffing

Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.50
	* Overtime Time & 1/2	\$ 56.25
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 37.50
	* Overtime Time & 1/2	\$ 56.25
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 37.50
	Holiday Hours	\$ 56.25
	12.2	Lead Contact Tracer
Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM		\$ 73.00
* Overtime Time & 1/2		\$ 109.50
Evening Hours Monday through Friday 6:00PM through 11:30PM		\$ 73.00
* Overtime Time & 1/2		\$ 109.50
Weekend Hours Saturday through Sunday 8:00AM through 2:00PM		\$ 73.00
Holiday Hours		\$ 109.50
12.3		RN Nurse
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 67.00
	* Overtime Time & 1/2	\$ 100.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 67.00
	* Overtime Time & 1/2	\$ 100.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 67.00
	Holiday Hours	\$ 100.50

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 56.00
*	Overtime Time & 1/2	\$ 84.00
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 56.00
*	Overtime Time & 1/2	\$ 84.00
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 56.00
	Holiday Hours	\$ 84.00
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 67.00
*	Overtime Time & 1/2	\$ 100.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 67.00
*	Overtime Time & 1/2	\$ 100.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 67.00
	Holiday Hours	\$ 100.50
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 37.50
	Holiday Hours	\$ 56.25

Item	Staffing Positions	Bid Price per each Hour
12.6	Pharmacist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 233.50
*	Overtime Time & 1/2	\$ 350.25
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 233.50
*	Overtime Time & 1/2	\$ 350.25
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 233.50
	Holiday Hours	\$ 350.25
12.7	Physician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 310.00
*	Overtime Time & 1/2	\$ 465.00
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 310.00
*	Overtime Time & 1/2	\$ 465.00
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 310.00
	Holiday Hours	\$ 465.00
12.8	Call Center Agent	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 37.50
	Holiday Hours	\$ 56.25

Item	Staffing Positions	Bid Price per each Hour
12.9	Administrative Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 37.50
	Holiday Hours	\$ 56.25
12.10	Administrative Support	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 37.50
*	Overtime Time & 1/2	\$ 56.25
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 37.50
	Holiday Hours	\$ 56.25
12.11	GIS Specialist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 56.00
*	Overtime Time & 1/2	\$ 84.00
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 56.00
*	Overtime Time & 1/2	\$ 84.00
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 56.00
	Holiday Hours	\$ 84.00

Item	Staffing Positions	Bid Price per each Hour
12.12	CDL Driver	
*	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	Overtime Time & 1/2	No Bid
*	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.13	Driver	
*	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	Overtime Time & 1/2	No Bid
*	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.14	Biostatitician	
*	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 78.00
	Overtime Time & 1/2	\$ 117.00
*	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 78.00
	Overtime Time & 1/2	\$ 117.00
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 78.00
	Holiday Hours	\$ 117.00

Item	Staffing Positions	Bid Price per each Hour	
12.15	Licensed Clinical Social Worker		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 73.00	
	*	Overtime Time & 1/2	\$ 109.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 73.00	
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**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
Angel Staffing, Inc. (hereinafter designated Contractor).

(company name)

WITNESSETH:

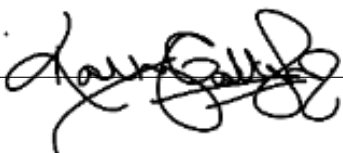
The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By:  \_\_\_\_\_  
Signature of Contractor

By: Kathy Gallagher, PM  
Printed Name and Title

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The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

Initials of Bidder: LB

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations: <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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The Contractor will:

- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.2 Lead Contact Tracer:

The Contact Tracer will report to a Contact Tracing Team Lead and be an important part of COVID-19 Response & Recovery efforts. The Contact Tracer will support local efforts to combat the COVID-19 pandemic at the community level. The aim of this effort will be to call contacts of each person diagnosed with COVID-19, gather information on the contacts, and provide isolation/quarantine recommendations and

Initials of Bidder: LB

or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

**12.3 Nurses – RN and LVN:**

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Initials of Bidder: LB

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

#### 12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

##### Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

#### 12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

##### Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

Initials of Bidder: LB

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

Initials of Bidder: LB

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Initials of Bidder: LB

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Initials of Bidder: LB

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

Initials of Bidder: LB

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster, as well as other duties and tasks as assigned by manager.

**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

Initials of Bidder: LB

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
- 14.5 No Bid Questionnaire if applicable

Initials of Bidder: LB

**\*Amendment 3**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

**SCHEDULE SUMMARY**

The one-hour gap (5PM to 6PM) between the Morning/Evening shift Monday through Friday, is the transition period. These hours are included in the regular and/or overtime hours calculation rate.

Overtime hours (time and 1/2) is earned after 40 hours of a scheduled Monday through Friday shift (Morning/Evening).

Weekend employees work weekends (Saturday and Sunday) from 8AM to 2PM, however, shifts may be scheduled and extended up to 11PM if needed. Monday through Friday shift employees (Morning/Evening) may be called or scheduled to work weekends.

Weekend shifts will be compensated for at the premium weekend rate, regardless of the original shift (Morning/Evening), or if overtime (time and 1/2) was earned Monday through Friday.

The work week runs from Monday through Sunday.

Initials of Bidder: LB

**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

The Reserves Network/ExecuTeam

Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 18.90
	* Overtime Time & 1/2	\$ 28.35
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.60
	* Overtime Time & 1/2	\$ 32.40
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.60
	Holiday Hours	\$ 28.50
12.2	Lead Contact Tracer	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 51.30
	* Overtime Time & 1/2	\$ 76.95
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 54.00
	* Overtime Time & 1/2	\$ 81.00
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 54.00
	Holiday Hours	\$ 76.95
12.3	RN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 54.00
	* Overtime Time & 1/2	\$ 81.00
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 56.70
	* Overtime Time & 1/2	\$ 85.05
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 56.70
	Holiday Hours	\$ 81.00

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.80
	* Overtime Time & 1/2	\$ 56.70
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 40.50
	* Overtime Time & 1/2	\$ 60.75
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 40.50
	Holiday Hours	\$ 56.70
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 51.30
	* Overtime Time & 1/2	\$ 76.95
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 54.00
	* Overtime Time & 1/2	\$ 81.00
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 54.00
	Holiday Hours	\$ 81.00
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 27.00
	* Overtime Time & 1/2	\$ 40.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 29.70
	* Overtime Time & 1/2	\$ 44.55
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 29.70
	Holiday Hours	\$ 40.50

Item	Staffing Positions	Bid Price per each Hour	
12.6	Pharmacist		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 78.30	
	*	Overtime Time & 1/2	\$ 117.45
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 81.00	
	*	Overtime Time & 1/2	\$ 121.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 81.00	
	Holiday Hours	\$ 117.45	
12.7	Physician		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 101.25	
	*	Overtime Time & 1/2	\$ 151.88
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 103.95	
	*	Overtime Time & 1/2	\$ 155.93
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 103.95	
	Holiday Hours	\$ 205.04	
12.8	Call Center Agent		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 18.90	
	*	Overtime Time & 1/2	\$ 28.35
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 20.25	
	*	Overtime Time & 1/2	\$ 30.38
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 20.25	
	Holiday Hours	\$ 28.35	

Item	Staffing Positions	Bid Price per each Hour	
12.9	Administrative Assistant		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.60	
	*	Overtime Time & 1/2	\$ 32.40
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 22.95	
	*	Overtime Time & 1/2	\$ 34.43
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 22.95	
	Holiday Hours	\$ 32.40	
12.10	Administrative Support		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 18.90	
	*	Overtime Time & 1/2	\$ 28.35
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 20.25	
	*	Overtime Time & 1/2	\$ 30.38
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 20.25	
	Holiday Hours	\$ 28.35	
12.11	GIS Specialist		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 33.75	
	*	Overtime Time & 1/2	\$ 50.63
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 35.10	
	*	Overtime Time & 1/2	\$ 52.65
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 35.10	
	Holiday Hours	\$ 50.63	

Item	Staffing Positions	Bid Price per each Hour
12.12	CDL Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 37.80
*	Overtime Time & 1/2	\$ 56.70
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 39.15
*	Overtime Time & 1/2	\$ 58.73
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 39.15
	Holiday Hours	\$ 56.70
12.13	Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 27.00
*	Overtime Time & 1/2	\$ 40.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 28.35
*	Overtime Time & 1/2	\$ 42.53
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 28.35
	Holiday Hours	\$ 40.50
12.14	Biostatitician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 47.25
*	Overtime Time & 1/2	\$ 70.88
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 48.60
*	Overtime Time & 1/2	\$ 72.90
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 48.60
	Holiday Hours	\$ 70.88

Item	Staffing Positions	Bid Price per each Hour	
12.15	Licensed Clinical Social Worker		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 47.25	
	*	Overtime Time & 1/2	\$ 70.88
		Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 48.60
	*	Overtime Time & 1/2	\$ 72.90
		Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 48.60
		Holiday Hours	\$ 70.86

**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the 28th day of October, 2024,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
The Reserves Network, Inc. (hereinafter designated Contractor).  
  
(company name)

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By: Laura Bowen, CTS/CSC  
Signature of Contractor

By: Laura Bowen, Chief Operating Officer  
Printed Name and Title

## 12.0 SPECIFICATIONS, REQUIREMENTS & BID PRICING:

Vendors are to provide hourly bid prices for the below staff positions in the Excel pricing form downloadable from the County's website. See section 1.4. **Pricing is all inclusive. No additional fees are permitted.** The below positions may be active during normal, evening, weekend and/or holidays.

Contractor must certify that he/she is a duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed for bankruptcy. He/she further certifies that the Company, Corporation, or Partnership does not owe any back taxes within Fort Bend County, that he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment, and that he/she is normally engaged in this type of business. Contractor further warrants that he/she is familiar with all laws, regulations, and customs applicable to this type of service.

Contractor understands that the need for services is not guaranteed, and that County may require a minimum level of service. County may not utilize any services at all. Contractor will only provide services if requested by County and only at the levels specified by the County.

Contractor will require all of their staff to follow a professional code of conduct by maintaining a non-violent professional behavior (verbal and physical) and comply with Federal documentation requirements administered by the County.

Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of the County, to perform the services when and as required and without delays.

All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the County, is incompetent or by his/her conduct becomes detrimental to the project shall, upon request of the County, immediately be removed from association with the project.

The Contractor will pay assigned employees' wages, expenses, and benefits that vendor offers and for which they are qualified.

The Contractor will pay, withhold, and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned vendor employees.

The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations:                         <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

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or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

12.3 Nurses – RN and LVN:

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster. as well as other duties and tasks as assigned by manager.

**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
- 14.5 No Bid Questionnaire if applicable



**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

Harris Jones

Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 19.95
	* Overtime Time & 1/2	\$ 29.93
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 19.95
	* Overtime Time & 1/2	\$ 29.93
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 19.95
	Holiday Hours	\$ 29.93
12.2	Lead Contact Tracer	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.28
	* Overtime Time & 1/2	\$ 31.92
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.28
	* Overtime Time & 1/2	\$ 31.92
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.28
	Holiday Hours	\$ 31.92
12.3	RN Nurse	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	* Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	* Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.6	Pharmacist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.7	Physician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.8	Call Center Agent	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 17.29
*	Overtime Time & 1/2	\$ 25.94
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 17.29
*	Overtime Time & 1/2	\$ 25.94
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 17.29
	Holiday Hours	\$ 25.94

Item	Staffing Positions	Bid Price per each Hour
12.9	Administrative Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.28
*	Overtime Time & 1/2	\$ 31.92
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.28
*	Overtime Time & 1/2	\$ 31.92
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.28
	Holiday Hours	\$ 31.92
12.10	Administrative Support	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.28
*	Overtime Time & 1/2	\$ 31.92
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.28
*	Overtime Time & 1/2	\$ 31.92
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.28
	Holiday Hours	\$ 31.92
12.11	GIS Specialist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.12	CDL Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.13	Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.14	Biostatitician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.15	Licensed Clinical Social Worker	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	* Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	* Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the 24 day of October, 2024,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
HJ Staffing (hereinafter designated Contractor).

(company name)

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By:  \_\_\_\_\_  
Signature of Contractor

By: Constance Jones, President  
Printed Name and Title

## 12.0 SPECIFICATIONS, REQUIREMENTS & BID PRICING:

Vendors are to provide hourly bid prices for the below staff positions in the Excel pricing form downloadable from the County's website. See section 1.4. **Pricing is all inclusive. No additional fees are permitted.** The below positions may be active during normal, evening, weekend and/or holidays.

Contractor must certify that he/she is a duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed for bankruptcy. He/she further certifies that the Company, Corporation, or Partnership does not owe any back taxes within Fort Bend County, that he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment, and that he/she is normally engaged in this type of business. Contractor further warrants that he/she is familiar with all laws, regulations, and customs applicable to this type of service.

Contractor understands that the need for services is not guaranteed, and that County may require a minimum level of service. County may not utilize any services at all. Contractor will only provide services if requested by County and only at the levels specified by the County.

Contractor will require all of their staff to follow a professional code of conduct by maintaining a non-violent professional behavior (verbal and physical) and comply with Federal documentation requirements administered by the County.

Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of the County, to perform the services when and as required and without delays.

All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the County, is incompetent or by his/her conduct becomes detrimental to the project shall, upon request of the County, immediately be removed from association with the project.

The Contractor will pay assigned employees' wages, expenses, and benefits that vendor offers and for which they are qualified.

The Contractor will pay, withhold, and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned vendor employees.

The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations:               <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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The Contractor will:

- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.2 Lead Contact Tracer:

The Contact Tracer will report to a Contact Tracing Team Lead and be an important part of COVID-19 Response & Recovery efforts. The Contact Tracer will support local efforts to combat the COVID-19 pandemic at the community level. The aim of this effort will be to call contacts of each person diagnosed with COVID-19, gather information on the contacts, and provide isolation/quarantine recommendations and

or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

12.3 Nurses – RN and LVN:

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

Initials of Bidder: RG

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Initials of Bidder: RG

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster. as well as other duties and tasks as assigned by manager.

**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

Initials of Bidder: RG

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
- 14.5 No Bid Questionnaire if applicable

**\*Amendment 3**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

**SCHEDULE SUMMARY**

The one-hour gap (5PM to 6PM) between the Morning/Evening shift Monday through Friday, is the transition period. These hours are included in the regular and/or overtime hours calculation rate.

Overtime hours (time and 1/2) is earned after 40 hours of a scheduled Monday through Friday shift (Morning/Evening).

Weekend employees work weekends (Saturday and Sunday) from 8AM to 2PM, however, shifts may be scheduled and extended up to 11PM if needed. Monday through Friday shift employees (Morning/Evening) may be called or scheduled to work weekends.

Weekend shifts will be compensated for at the premium weekend rate, regardless of the original shift (Morning/Evening), or if overtime (time and 1/2) was earned Monday through Friday.

The work week runs from Monday through Sunday.

Initials of Bidder: RG

**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

ROI/Arch Staffing

Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.12
	* Overtime Time & 1/2	\$ 31.68
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.78
	* Overtime Time & 1/2	\$ 32.67
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 22.44
	Holiday Hours	\$ 42.24
12.2	Lead Contact Tracer	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.12
	* Overtime Time & 1/2	\$ 31.68
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.78
	* Overtime Time & 1/2	\$ 32.67
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 22.44
	Holiday Hours	\$ 42.24
12.3	RN Nurse	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 46.20
	* Overtime Time & 1/2	\$ 69.30
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 46.86
	* Overtime Time & 1/2	\$ 70.29
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 47.52
	Holiday Hours	\$ 92.40

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 33.00
*	Overtime Time & 1/2	\$ 49.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 33.66
*	Overtime Time & 1/2	\$ 50.49
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 34.32
	Holiday Hours	\$ 66.00
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 58.95
*	Overtime Time & 1/2	\$ 88.43
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 59.61
*	Overtime Time & 1/2	\$ 89.42
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 60.27
	Holiday Hours	\$ 117.90
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 22.44
*	Overtime Time & 1/2	\$ 33.66
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 23.10
*	Overtime Time & 1/2	\$ 34.65
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 23.76
	Holiday Hours	\$ 44.88

Item	Staffing Positions	Bid Price per each Hour
12.6	Pharmacist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 87.87
*	Overtime Time & 1/2	\$ 131.81
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 88.53
*	Overtime Time & 1/2	\$ 132.80
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 89.19
	Holiday Hours	\$ 175.74
12.7	Physician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 209.88
*	Overtime Time & 1/2	\$ 314.82
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 210.54
*	Overtime Time & 1/2	\$ 315.81
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 211.20
	Holiday Hours	\$ 419.76
12.8	Call Center Agent	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 19.80
*	Overtime Time & 1/2	\$ 29.70
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 20.46
*	Overtime Time & 1/2	\$ 30.69
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.12
	Holiday Hours	\$ 39.40

Item	Staffing Positions	Bid Price per each Hour
12.9	Administrative Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 26.40
*	Overtime Time & 1/2	\$ 39.60
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 27.06
*	Overtime Time & 1/2	\$ 40.59
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 27.72
	Holiday Hours	\$ 52.80
12.10	Administrative Support	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.12
*	Overtime Time & 1/2	\$ 31.68
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.78
*	Overtime Time & 1/2	\$ 32.67
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 22.44
	Holiday Hours	\$ 42.24
12.11	GIS Specialist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 52.60
*	Overtime Time & 1/2	\$ 78.90
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 53.26
*	Overtime Time & 1/2	\$ 79.89
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 53.92
	Holiday Hours	\$ 105.20

Item	Staffing Positions	Bid Price per each Hour
12.12	CDL Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 29.00
*	Overtime Time & 1/2	\$ 43.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 29.66
*	Overtime Time & 1/2	\$ 44.49
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 30.32
	Holiday Hours	\$ 58.00
12.13	Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 21.12
*	Overtime Time & 1/2	\$ 31.68
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.78
*	Overtime Time & 1/2	\$ 32.67
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 22.44
	Holiday Hours	\$ 42.24
12.14	Biostatitician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 51.28
*	Overtime Time & 1/2	\$ 76.92
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 51.94
*	Overtime Time & 1/2	\$ 77.91
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 52.60
	Holiday Hours	\$ 102.56

Item	Staffing Positions	Bid Price per each Hour
12.15	Licensed Clinical Social Worker	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 45.57
	* Overtime Time & 1/2	\$ 68.36
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 46.23
	* Overtime Time & 1/2	\$ 69.35
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 46.89
	Holiday Hours	\$ 91.13

**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
\_\_\_\_\_ (hereinafter designated Contractor).

**(company name)**

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By: *Roy Green*  
Signature of Contractor

By: Roy Green, CEO  
Printed Name and Title

## 12.0 SPECIFICATIONS, REQUIREMENTS & BID PRICING:

Vendors are to provide hourly bid prices for the below staff positions in the Excel pricing form downloadable from the County's website. See section 1.4. **Pricing is all inclusive. No additional fees are permitted.** The below positions may be active during normal, evening, weekend and/or holidays.

Contractor must certify that he/she is a duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed for bankruptcy. He/she further certifies that the Company, Corporation, or Partnership does not owe any back taxes within Fort Bend County, that he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment, and that he/she is normally engaged in this type of business. Contractor further warrants that he/she is familiar with all laws, regulations, and customs applicable to this type of service.

Contractor understands that the need for services is not guaranteed, and that County may require a minimum level of service. County may not utilize any services at all. Contractor will only provide services if requested by County and only at the levels specified by the County.

Contractor will require all of their staff to follow a professional code of conduct by maintaining a non-violent professional behavior (verbal and physical) and comply with Federal documentation requirements administered by the County.

Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of the County, to perform the services when and as required and without delays.

All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the County, is incompetent or by his/her conduct becomes detrimental to the project shall, upon request of the County, immediately be removed from association with the project.

The Contractor will pay assigned employees' wages, expenses, and benefits that vendor offers and for which they are qualified.

The Contractor will pay, withhold, and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned vendor employees.

The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations: <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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The Contractor will:

- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.2 Lead Contact Tracer:

The Contact Tracer will report to a Contact Tracing Team Lead and be an important part of COVID-19 Response & Recovery efforts. The Contact Tracer will support local efforts to combat the COVID-19 pandemic at the community level. The aim of this effort will be to call contacts of each person diagnosed with COVID-19, gather information on the contacts, and provide isolation/quarantine recommendations and

or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

12.3 Nurses – RN and LVN:

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

#### 12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

##### Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

#### 12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

##### Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

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12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster. as well as other duties and tasks as assigned by manager.

**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
- 14.5 No Bid Questionnaire if applicable

**\*Amendment 3**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

**SCHEDULE SUMMARY**

The one-hour gap (5PM to 6PM) between the Morning/Evening shift Monday through Friday, is the transition period. These hours are included in the regular and/or overtime hours calculation rate.

Overtime hours (time and 1/2) is earned after 40 hours of a scheduled Monday through Friday shift (Morning/Evening).

Weekend employees work weekends (Saturday and Sunday) from 8AM to 2PM, however, shifts may be scheduled and extended up to 11PM if needed. Monday through Friday shift employees (Morning/Evening) may be called or scheduled to work weekends.

Weekend shifts will be compensated for at the premium weekend rate, regardless of the original shift (Morning/Evening), or if overtime (time and 1/2) was earned Monday through Friday.

The work week runs from Monday through Sunday.

Initials of Bidder:     MCD

**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

TMD

Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 16.80
	* Overtime Time & 1/2	\$ 25.20
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 18.20
	* Overtime Time & 1/2	\$ 27.30
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 18.20
	Holiday Hours	\$ 33.60
12.2	Lead Contact Tracer	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 19.60
	* Overtime Time & 1/2	\$ 29.40
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.00
	* Overtime Time & 1/2	\$ 31.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.00
	Holiday Hours	\$ 39.20
12.3	RN Nurse	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	* Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	* Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
Holiday Hours	No Bid	

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.6	Pharmacist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.7	Physician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.8	Call Center Agent	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 19.60
*	Overtime Time & 1/2	\$ 29.40
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.00
*	Overtime Time & 1/2	\$ 31.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.00
	Holiday Hours	\$ 39.20

Item	Staffing Positions	Bid Price per each Hour
12.9	Administrative Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 16.80
*	Overtime Time & 1/2	\$ 25.20
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 18.20
*	Overtime Time & 1/2	\$ 27.30
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 18.20
	Holiday Hours	\$ 33.60
12.10	Administrative Support	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 16.80
*	Overtime Time & 1/2	\$ 25.20
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 18.20
*	Overtime Time & 1/2	\$ 27.30
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 18.20
	Holiday Hours	\$ 33.60
12.11	GIS Specialist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.12	CDL Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.13	Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.14	Biostatitician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.15	Licensed Clinical Social Worker	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	* Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	* Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the 6 day of November, 2024,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
Texas Management Division, Inc, dba: TMD Staffing (hereinafter designated Contractor).

**(company name)**

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By: Melisa Del Rio  
Signature of Contractor

By: Melisa Del Rio, CFO  
Printed Name and Title

## 12.0 SPECIFICATIONS, REQUIREMENTS & BID PRICING:

Vendors are to provide hourly bid prices for the below staff positions in the Excel pricing form downloadable from the County's website. See section 1.4. **Pricing is all inclusive. No additional fees are permitted.** The below positions may be active during normal, evening, weekend and/or holidays.

Contractor must certify that he/she is a duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed for bankruptcy. He/she further certifies that the Company, Corporation, or Partnership does not owe any back taxes within Fort Bend County, that he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment, and that he/she is normally engaged in this type of business. Contractor further warrants that he/she is familiar with all laws, regulations, and customs applicable to this type of service.

Contractor understands that the need for services is not guaranteed, and that County may require a minimum level of service. County may not utilize any services at all. Contractor will only provide services if requested by County and only at the levels specified by the County.

Contractor will require all of their staff to follow a professional code of conduct by maintaining a non-violent professional behavior (verbal and physical) and comply with Federal documentation requirements administered by the County.

Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of the County, to perform the services when and as required and without delays.

All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the County, is incompetent or by his/her conduct becomes detrimental to the project shall, upon request of the County, immediately be removed from association with the project.

The Contractor will pay assigned employees' wages, expenses, and benefits that vendor offers and for which they are qualified.

The Contractor will pay, withhold, and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned vendor employees.

The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations: <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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The Contractor will:

- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.2 Lead Contact Tracer:

The Contact Tracer will report to a Contact Tracing Team Lead and be an important part of COVID-19 Response & Recovery efforts. The Contact Tracer will support local efforts to combat the COVID-19 pandemic at the community level. The aim of this effort will be to call contacts of each person diagnosed with COVID-19, gather information on the contacts, and provide isolation/quarantine recommendations and

or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

12.3 Nurses – RN and LVN:

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

#### 12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

##### Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

#### 12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

##### Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster. as well as other duties and tasks as assigned by manager.

**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
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**\*Amendment 3**  
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**COVID-19 Staffing Services**

**SCHEDULE SUMMARY**

The one-hour gap (5PM to 6PM) between the Morning/Evening shift Monday through Friday, is the transition period. These hours are included in the regular and/or overtime hours calculation rate.

Overtime hours (time and 1/2) is earned after 40 hours of a scheduled Monday through Friday shift (Morning/Evening).

Weekend employees work weekends (Saturday and Sunday) from 8AM to 2PM, however, shifts may be scheduled and extended up to 11PM if needed. Monday through Friday shift employees (Morning/Evening) may be called or scheduled to work weekends.

Weekend shifts will be compensated for at the premium weekend rate, regardless of the original shift (Morning/Evening), or if overtime (time and 1/2) was earned Monday through Friday.

The work week runs from Monday through Sunday.

Initials of Bidder:     MCS

**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

TMD

Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 16.80
	* Overtime Time & 1/2	\$ 25.20
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 18.20
	* Overtime Time & 1/2	\$ 27.30
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 18.20
	Holiday Hours	\$ 33.60
12.2	Lead Contact Tracer	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	\$ 19.60
	* Overtime Time & 1/2	\$ 29.40
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.00
	* Overtime Time & 1/2	\$ 31.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.00
	Holiday Hours	\$ 39.20
12.3	RN Nurse	
	Normal Business Hours Monday through Friday 8:00AM through 5:00PM	No Bid
	* Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	* Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour
12.6	Pharmacist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.7	Physician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid
12.8	Call Center Agent	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 19.60
*	Overtime Time & 1/2	\$ 29.40
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 21.00
*	Overtime Time & 1/2	\$ 31.50
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 21.00
	Holiday Hours	\$ 39.20

Item	Staffing Positions	Bid Price per each Hour
12.9	Administrative Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 16.80
*	Overtime Time & 1/2	\$ 25.20
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 18.20
*	Overtime Time & 1/2	\$ 27.30
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 18.20
	Holiday Hours	\$ 33.60
12.10	Administrative Support	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 16.80
*	Overtime Time & 1/2	\$ 25.20
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 18.20
*	Overtime Time & 1/2	\$ 27.30
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 18.20
	Holiday Hours	\$ 33.60
12.11	GIS Specialist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid
*	Overtime Time & 1/2	No Bid
	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
*	Overtime Time & 1/2	No Bid
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid

Item	Staffing Positions	Bid Price per each Hour	
12.12	CDL Driver		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid	
	*	Overtime Time & 1/2	No Bid
	*	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
		Overtime Time & 1/2	No Bid
		Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid	
12.13	Driver		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid	
	*	Overtime Time & 1/2	No Bid
	*	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
		Overtime Time & 1/2	No Bid
		Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid	
12.14	Biostatitician		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid	
	*	Overtime Time & 1/2	No Bid
	*	Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
		Overtime Time & 1/2	No Bid
		Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
	Holiday Hours	No Bid	

Item	Staffing Positions	Bid Price per each Hour	
12.15	Licensed Clinical Social Worker		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	No Bid	
	*	Overtime Time & 1/2	No Bid
		Evening Hours Monday through Friday 6:00PM through 11:30PM	No Bid
	*	Overtime Time & 1/2	No Bid
		Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	No Bid
		Holiday Hours	No Bid

**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the 6 day of November, 2024,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
Texas Management Division, Inc, dba: TMD Staffing (hereinafter designated Contractor).

**(company name)**

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By: Melisa Del Rio  
Signature of Contractor

By: Melisa Del Rio, CFO  
Printed Name and Title

## 12.0 SPECIFICATIONS, REQUIREMENTS & BID PRICING:

Vendors are to provide hourly bid prices for the below staff positions in the Excel pricing form downloadable from the County's website. See section 1.4. **Pricing is all inclusive. No additional fees are permitted.** The below positions may be active during normal, evening, weekend and/or holidays.

Contractor must certify that he/she is a duly qualified, capable, and otherwise bondable business entity that he/she is not in receivership or contemplates same, nor has filed for bankruptcy. He/she further certifies that the Company, Corporation, or Partnership does not owe any back taxes within Fort Bend County, that he/she is able and capable of performing these services through his/her own resources without subcontracting or assignment, and that he/she is normally engaged in this type of business. Contractor further warrants that he/she is familiar with all laws, regulations, and customs applicable to this type of service.

Contractor understands that the need for services is not guaranteed, and that County may require a minimum level of service. County may not utilize any services at all. Contractor will only provide services if requested by County and only at the levels specified by the County.

Contractor will require all of their staff to follow a professional code of conduct by maintaining a non-violent professional behavior (verbal and physical) and comply with Federal documentation requirements administered by the County.

Contractor represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for the timely performance of the services required under this Agreement and that Contractor shall furnish and maintain, at its own expense, adequate and sufficient personnel, in the opinion of the County, to perform the services when and as required and without delays.

All employees of Contractor shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Contractor who, in the opinion of the County, is incompetent or by his/her conduct becomes detrimental to the project shall, upon request of the County, immediately be removed from association with the project.

The Contractor will pay assigned employees' wages, expenses, and benefits that vendor offers and for which they are qualified.

The Contractor will pay, withhold, and transmit payroll taxes; administer company benefits and handle all compensation claims involving assigned vendor employees.

The Contractor will perform the following types of background, drug, and professional credentialing checks for all employees which it selects for assignment to Fort Bend County:

<ul style="list-style-type: none"> <li>• Criminal Background Check</li> <li>• Violent Sexual Offender &amp; Predator Search</li> <li>• OIG list of Excluded Parties list</li> <li>• GSA list of parties excluded from Federal Programs</li> <li>• Government Suspects List</li> <li>• Pre-employment 10 pan drug screen</li> <li>• Random Drug screen policy</li> <li>• Licensure Verification &amp; Tracking program</li> <li>• Certification Verification &amp; Tracking program</li> <li>• Reference Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Health Assessment/Screening</li> <li>• Proof of Immunizations: <ul style="list-style-type: none"> <li>○ Hepatitis B</li> <li>○ MMR</li> <li>○ Varicella</li> <li>○ PPD within past 12 months or chest x-ray</li> </ul> </li> <li>• Patient Privacy Agreement</li> <li>• HIPAA In-Service</li> <li>• Employment Verification</li> <li>• Education Verification</li> </ul>
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The Contractor will:

- a. provide contact information, be available and have staffing available to provide services 24 hours/7days a week
- b. maintain an equal employment opportunity policy
- c. demonstrate knowledge and compliance with OSHA standards, universal precautions and handling of medical waste

12.1 Data Entry:

Responsible for data entry into automated data systems and statistical reporting for Health & Human Services Department. Participates in planning of programs, policies and objectives of department. Participates in planning of programs, policies or objectives for own work group and department.

Duties and Responsibilities:

Conducts data inquiry into automated systems, databases and files. Enters data into automated systems. Prepares basic level, ongoing or special narrative or statistical reports. Communications with others, internally and externally, to provide, exchange, or verify information. Answers inquiries, addresses issues or resolves/reports problems or complaints. Researches and validates or corrects computer files to ensure accuracy of data sources. Monitors, controls and prepares batched input documents for data entry. Handles sensitive information in a confidential manner. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

12.2 Lead Contact Tracer:

The Contact Tracer will report to a Contact Tracing Team Lead and be an important part of COVID-19 Response & Recovery efforts. The Contact Tracer will support local efforts to combat the COVID-19 pandemic at the community level. The aim of this effort will be to call contacts of each person diagnosed with COVID-19, gather information on the contacts, and provide isolation/quarantine recommendations and

or information on testing, and ongoing monitoring, if warranted.

**Duties and Responsibilities:**

The Contact Tracer will use a web-based platform to enter information on all contacts of positive COVID-19 cases. Some of this information will include documenting demographics, symptoms, travel, occupation, and testing. Contact Tracers will refer contacts for testing as appropriate and in according to established protocols and provide them with instructions for quarantine. Contact Tracers are required to follow all scripts, policies and procedures provided to them, and comply guidelines regarding confidential information related to personal information. Call contacts of newly diagnosed patients. Communicate in a professional and empathetic manner toward distressed individuals. Collect and record information into the reporting system as well as the surveillance and management system. Provide contacts with approved information about quarantine procedures, and if appropriate, refer them to testing according to protocol and/or to a COVID-19 Care Resource Coordinator for social resources. Contact tracers will follow the script to inform contacts about the importance of quarantine and what to do if symptoms develop. They may not deviate from the script or provide information that is not included in the script. Maintain daily contact with Team Lead and/or Supervisor as well as other duties and tasks as assigned by manager.

12.3 Nurses – RN and LVN:

Promotes and provides public health services to the residents of Fort Bend County in the prevention and control of public health matters and communicable diseases. Participates in planning of programs, policies and objectives for work group and department.

**Duties and Responsibilities:**

Nurses will assist with the COVID-19 response by interviewing patients and their close contacts. The goal of the position is to assist in reducing the spread of disease in the community by identifying those who are at risk of developing COVID-19 and educate them and support them in maintaining good quarantine and isolation practices as indicated.

Provides counseling, education and referral for COVID-19. Conducts disease surveillance, disease reporting and assists with epidemiological investigations/treatment. Participates in planning of programs, policies or objectives for own work group and department. Supervises, assists and/or instructs other employees with their duties. Assist other staff members as needed. Submitting Medical Claim Forms. Maintaining Patient Medical

Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers as well as other duties and tasks as assigned by manager.

#### 12.4 Infection Control Practitioner:

The Infection Control Practitioner (ICP) is responsible for the active and passive surveillance and reporting of nosocomial infections, investigation of infection or clusters of infections as warranted, microbiological monitoring of the healthcare environment and remediation as warranted, targeted education, consultation, research, administration and continued professional development.

##### Duties and Responsibilities:

Analyze and distribute surveillance data to the Infection Control Committee and unit-specific and service-specific nosocomial infection reports to the Epidemiological Staff. Provide facility-specific in-person on-site audits and infection control training as assigned. Provide lists of infection rates to Epidemiological department chairs for review and analysis regarding clinical practice. Monitor trends in unusual or resistant organisms (community-acquired or nosocomial) for evidence of spread to other patients, visitors or employees. Coordinate with the local public health agencies and/or the State Bureau of Community Health and Prevention of reportable diseases in collaboration with Epidemiology Team as well as other duties and tasks as assigned by manager.

#### 12.5 Medical Assistant:

Medical assistant job duties are focused on administrative or clerical tasks that are more medical in nature. Their role is to support the clinical side of a medical office, and may be directly involved in medical procedures.

##### Duties and Responsibilities:

Submitting Medical Claim Forms. Maintaining Patient Medical Records. Updating Patient Files. Scheduling Medical Tests. Giving immunizations. Collecting patient specimens. Arranging for follow up activities as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the

registration of patients seeking testing.

12.6 Pharmacist:

Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

Duties and Responsibilities:

Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Dispenses medications by compounding, packaging, and labeling pharmaceuticals. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections. Provides pharmacological information by answering questions and requests of health care professionals and counseling patients on drug therapies. Serves patients by preparing medications, giving pharmacological information to multidisciplinary health care team, and monitoring patient drug therapies. Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities. Controls medications by monitoring drug therapies; advising interventions. Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying their preparation and labeling of pharmaceuticals, and verifying order entries, charges, and inspections as well as other duties and tasks as assigned by manager.

12.7 Physician:

The Physician diagnoses and treats injuries or illnesses, examines patients, prescribes medications, and orders, performs, and interprets diagnostic tests. The Physician may operate on patients to treat injuries, diseases, deformities, and/or deficiencies.

The Physician also counsels patients on diet, hygiene, and preventive health care, to improve their overall health and outcomes. They also supervise physician assistants and nurses, as needed.

Duties and Responsibilities:

Work with the primary healthcare team to provide patients with primary medical care services within the standard of care for patients. Analyze

reports, test results, medical records and examinations to diagnose condition of patients and propose treatment options. Prescribe pharmaceuticals, other medications, and treatment regimens to treat identified and documented medical conditions according to Department of State Health Services guidelines and protocols where applicable and according to Centers for Disease Control recommendations where applicable. Provide advice to patients for lifestyle and diet changes that may improve their health or help to treat the health issue they are experiencing. Adhere to departmental policies, procedures and objectives, ongoing quality improvement objectives and safety, environmental, and infection control standards. Maintain patient confidentiality and comply with all federal and state health information privacy laws. Record complete, timely and legible medical records.

12.8 Call Center Agent:

Responsible for various scheduling, patient registration and front desk functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.9 Administrative Assistant:

Responsible for various administrative functions. Participates in planning of programs, policies and objectives of department.

Duties and Responsibilities:

Greets the public and provides friendly, professional, knowledgeable and quality customer service. Responds to incoming telephone calls by taking messages, answering questions and directing calls to appropriate person or department. Provides accurate information to the public regarding services. Gathers accurate information regarding each caller's needs and requests as well as other duties and tasks as assigned by manager

12.10 Administrative Support:

Responsible for various administrative functions such as data entry, scanning, phone calls, etc.

Duties and Responsibilities:

Serves as a trusted partner providing support on administrative and business management matters/activities. Manages correspondence and communicates organizational information to appropriate parties as required. Manages office/facility repositories and record keeping systems for storage, tracking and retrieval of information and materials. Prepares and/or updates reports, correspondence and other documents. Utilizes and stays current on available technology and office equipment. Monitors and recommends methods for improvement of office/facility procedures and functions as well as other duties and tasks as assigned by manager.

May be assigned to work at COVID-19 testing centers to support the registration of patients seeking testing.

12.11 GIS Specialist:

A GIS specialist is responsible for building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases. The GIS specialist will work primarily with enhancing and with the COVID-19 HUB.

Duties and Responsibilities:

Supporting in the development and management of GIS applications that are based on growing and improving business demands. Overseeing the planning and coordination of GIS activities to meet the outlined goals. Developing and managing control quality standards for system application. Performing data capture and analysis for GIS product. Overseeing data flow, management, and distribution activities that are aimed at supporting GIS. Supporting and participating in the designing and development of the geospatial database. Maintaining up-to-date and accurate geospatial documentation for reference purposes. Staying up to date or abreast with the latest developments in the GIS field. Giving support in the development of a work plan for complex projects. Efficiently managing geospatial database and developing effective maps and aerial photography as well as other duties and tasks as assigned by manager

12.12 CDL Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require. Essential functions and responsibilities of the position may vary by Aramark location based on client requirements and business needs. Possess current Class B CDL license, clean driving record and 21 years of age, as required by the Federal Motor Carrier Safety

Regulation. Prefer front and/or back office clinical experience but training is available. Demonstrate knowledge of standard concepts, practices and procedures in field. The Medical Mobile Unit Driver will be responsible for timely delivery of the mobile unit to its scheduled destination(s). Once mobile unit has been driven and delivered to destination, the mobile unit driver will operate as part of the care team, performing a variety of clerical functions. Position requires flexible work schedule including evenings and weekends as necessary.

Duties and Responsibilities:

Drives commercial company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.13 Driver:

The Driver is responsible for maneuvering, navigating, or driving vehicles on site or to locations off property as business needs require.

Duties and Responsibilities:

Drives company/client vehicles to and from destinations in a safe manner. Complete daily vehicle inspection reports, clean and fuel vehicles/equipment as necessary. Responsible for the transport and loading/unloading of equipment and/or products when applicable. Report necessary maintenance or repairs on equipment and vehicles to management in a timely manner. Perform all job duties in a safe manner by adhering to all driving regulations, road signs, and company safety policies and procedures as well as other duties and tasks as assigned by manager.

12.14 Biostatistician:

A biostatistician is expected to design, analyze, and implement targeted statistical studies, which are geared to further medical knowledge and the improve research efforts in public health.

Duties and Responsibilities:

Design research studies in collaboration with physicians, life scientists, or other professionals. Analyze clinical or survey data, using statistical

approaches such as longitudinal analysis, mixed-effect modeling, logistic regression analyses, and model-building techniques. Provide biostatistical consultation to clients or colleagues. Write research proposals or grant applications for submission to external bodies. Prepare articles for publication or presentation at professional conferences. Calculate sample size requirements for clinical studies as well as other duties and tasks as assigned by manager.

12.15 Licensed Clinical Social Worker:

Licensed Clinical Social Worker provides clinical social work services to patients and their families during this COVID-19 pandemic. Counsels and provides crisis intervention for patients, including assessment and treatment of emotional and behavioral problems. Coaches patients on how to manage ongoing health conditions, traumatic situations and provides therapy to help patients make positive behavior changes.

Duties and Responsibilities:

Develop and nurture mutual relationship and confidence with patients. Evaluate patients' conditions to determine the level of care and assistance they need. Retrieve patients' personal and social health history in order to determine their conditions. Work together with patients to come up with effective and realizable treatment techniques that will yield good results. Enhance clients' cognitive and behavioral changes that are in line with the overall treatment. Evaluate the efficiency of all treatments administered to patients and identify the most effective ones. Understand the individuality of patients and come up with specific treatments that meet their individual conditions. Attend courses and trainings organized for clinical social workers in order to learn new skills and techniques for better treatment of patients. Keep clean records and documentation of clients' information, conditions, treatments and progress. Direct clients to available community resources which are beneficial to them. Ensure that clients are aware of assistance from the government and help them get it. Check on patients even after treatment, to avoid a relapse of their condition. Work with the family of patients to provide all the care and support they need to heal faster. as well as other duties and tasks as assigned by manager.

**13.0 ENCLOSURE:**

13.1 Fort Bend County Travel Policy

**14.0 REQUIRED FORMS:**

All vendors submitting are required to complete and return with submission:

Initials of Bidder: AT

- 14.1 Excel Pricing Form on CD or flash drive
- 14.2 Proof of Required Insurance
- 14.3 W9 Form
- 14.4 Tax Form/Debt/Residence Certification
- 14.5 No Bid Questionnaire if applicable

**\*Amendment 3**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

**SCHEDULE SUMMARY**

The one-hour gap (5PM to 6PM) between the Morning/Evening shift Monday through Friday, is the transition period. These hours are included in the regular and/or overtime hours calculation rate.

Overtime hours (time and 1/2) is earned after 40 hours of a scheduled Monday through Friday shift (Morning/Evening).

Weekend employees work weekends (Saturday and Sunday) from 8AM to 2PM, however, shifts may be scheduled and extended up to 11PM if needed. Monday through Friday shift employees (Morning/Evening) may be called or scheduled to work weekends.

Weekend shifts will be compensated for at the premium weekend rate, regardless of the original shift (Morning/Evening), or if overtime (time and 1/2) was earned Monday through Friday.

The work week runs from Monday through Sunday.

Initials of Bidder: AT

**\*Amendment 2**  
**Fort Bend County Pricing Form**  
**Bid 20-091**  
**COVID-19 Staffing Services**

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Item	Staffing Positions	Bid Price per each Hour
12.1	Data Entry	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 24.60
	* Overtime Time & 1/2	\$ 36.90
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 25.51
	* Overtime Time & 1/2	\$ 38.27
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 25.51
	Holiday Hours	\$ 25.51
12.2	Lead Contact Tracer	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 35.07
	* Overtime Time & 1/2	\$ 52.61
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 36.37
	* Overtime Time & 1/2	\$ 54.56
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 36.37
	Holiday Hours	\$ 36.37
12.3	RN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 49.71
	* Overtime Time & 1/2	\$ 74.57
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 51.55
	* Overtime Time & 1/2	\$ 77.33
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 51.55
	Holiday Hours	\$ 51.55

Item	Staffing Positions	Bid Price per each Hour
12.3	LVN Nurse	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 30.02
*	Overtime Time & 1/2	\$ 45.03
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 31.14
*	Overtime Time & 1/2	\$ 46.71
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 31.14
	Holiday Hours	\$ 31.14
12.4	Infection Control Practitioner	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 66.01
*	Overtime Time & 1/2	\$ 99.02
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 68.46
*	Overtime Time & 1/2	\$ 102.69
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 68.46
	Holiday Hours	\$ 68.46
12.5	Medical Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 25.62
*	Overtime Time & 1/2	\$ 38.43
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 26.56
*	Overtime Time & 1/2	\$ 39.84
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 26.56
	Holiday Hours	\$ 26.56

Item	Staffing Positions	Bid Price per each Hour
12.6	Pharmacist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 95.72
*	Overtime Time & 1/2	\$ 143.58
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 99.27
*	Overtime Time & 1/2	\$ 148.91
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 99.27
	Holiday Hours	\$ 99.27
12.7	Physician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 153.73
*	Overtime Time & 1/2	\$ 230.60
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 159.43
*	Overtime Time & 1/2	\$ 239.15
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 159.43
	Holiday Hours	\$ 159.43
12.8	Call Center Agent	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 24.37
*	Overtime Time & 1/2	\$ 36.56
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 25.27
*	Overtime Time & 1/2	\$ 37.91
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 25.27
	Holiday Hours	\$ 25.27

Item	Staffing Positions	Bid Price per each Hour
12.9	Administrative Assistant	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 22.63
*	Overtime Time & 1/2	\$ 33.95
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 23.46
*	Overtime Time & 1/2	\$ 35.19
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 23.46
	Holiday Hours	\$ 23.46
12.10	Administrative Support	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 22.63
*	Overtime Time & 1/2	\$ 33.95
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 23.46
*	Overtime Time & 1/2	\$ 35.19
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 23.46
	Holiday Hours	\$ 23.46
12.11	GIS Specialist	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 39.79
*	Overtime Time & 1/2	\$ 59.69
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 41.26
*	Overtime Time & 1/2	\$ 61.89
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 41.26
	Holiday Hours	\$ 41.26

Item	Staffing Positions	Bid Price per each Hour
12.12	CDL Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 34.77
*	Overtime Time & 1/2	\$ 52.16
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 36.05
*	Overtime Time & 1/2	\$ 54.08
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 36.05
	Holiday Hours	\$ 36.05
12.13	Driver	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 31.75
*	Overtime Time & 1/2	\$ 47.63
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 32.92
*	Overtime Time & 1/2	\$ 49.38
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 32.92
	Holiday Hours	\$ 32.92
12.14	Biostatitician	
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 61.35
*	Overtime Time & 1/2	\$ 92.03
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 63.62
*	Overtime Time & 1/2	\$ 95.43
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 63.62
	Holiday Hours	\$ 63.62

Item	Staffing Positions	Bid Price per each Hour	
12.15	Licensed Clinical Social Worker		
	Normal Buisness Hours Monday through Friday 8:00AM through 5:00PM	\$ 50.33	
	*	Overtime Time & 1/2	\$ 75.50
	Evening Hours Monday through Friday 6:00PM through 11:30PM	\$ 52.19	
	*	Overtime Time & 1/2	\$ 78.29
	Weekend Hours Saturday through Sunday 8:00AM through 2:00PM	\$ 52.19	
	Holiday Hours	\$ 52.19	

**AMENDMENT 3 CONTRACT SHEET  
B20-091**

**THE STATE OF TEXAS  
COUNTY OF FORT BEND**

This memorandum of agreement made and entered into on the 24 day of October, 2024,  
by and between Fort Bend County in the State of Texas (hereinafter designated County), acting herein by  
County Judge KP George, by virtue of an order of Fort Bend County Commissioners Court, and  
Tryfacta, Inc. (hereinafter designated Contractor).

**(company name)**

WITNESSETH:

The Contractor and the County agree that the bid and specifications for **COVID-19 Staffing Services** which  
are hereto attached and made a part hereof, together with this instrument and the bond (when required) shall  
constitute the full agreement and contract between parties and for furnishing the items set out and described;  
the County agrees to pay the prices stipulated in the accepted bid.

It is further agreed that this contract shall not become binding or effective until signed by the parties  
hereto and a purchase order authorizing the items desired has been issued.

Executed at Richmond, Texas this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**Fort Bend County, Texas**

By: \_\_\_\_\_  
County Judge K P George

By: \_\_\_\_\_  
  
Signature of Contractor

By: \_\_\_\_\_  
Adesh Tyagi- President  
Printed Name and Title