

**Public Health Volunteer Recruiting Contract  
For  
Fort Bend County Health and Human Services  
FYE 2011**



This Contract is executed by and between **FORT BEND COUNTY, TEXAS**, hereinafter referred to as "County," acting by and through its Commissioners' Court and **HOMELAND PREPAREDNESS PROJECT**, hereinafter referred to as "HPP", authorized to conduct business in the State of Texas.

**Term:**

This Extension will commence upon execution of all parties to this Contract and shall terminate on July 31, 2011. This Contract is subject to termination by any party, without cause, by providing thirty (30) days written notice. This contract may be renewed annually by mutual agreement of the parties in writing.

This Contract is subject to the terms described herein.

**Background:**

Ft. Bend County Health and Human Services is required by the State of Texas to be prepared to provide preventive medication to the entire population of the county in a 48-hour period in the case of a public health emergency. The Health and Human Services Public Health Preparedness Team (PHPT) has developed a plan to accomplish this task that requires approximately 4000 volunteers.

Volunteers are essential to achieve a successful outcome, however, recruiting of volunteers is very time consuming and labor intensive.

The volunteers can also be used for a variety of other activities including staffing alternative treatment centers, offsite triage, shelters or other types of activity for which they are trained.

Over the past four years, HPP has developed a Corp of 1400 Public Health Volunteers. After consultation with the PHPT, we believe with this base of volunteers the focus of our efforts should now turn to improving the capability of these volunteers so that they can perform in leadership roles during a public health emergency. To that end, we will provide more in-depth training to the volunteers while continuing to recruit new members in a more limited fashion.

**Operational Requirements:**

When deployed, the Public Health Volunteers will report to a predetermined site, be issued identification items, and be assigned to various tasks required for the operation of one of the Points Of Dispensing or other tasks for which they have been trained. Most of these tasks require no medical background and very limited training. Homeland Preparedness Project will not be responsible for any medical training or credentialing of licensed medical volunteers. When deployed, all volunteers will be under the direction and control of the PHPT.

**Strategy:**

Homeland Preparedness Project (HPP) will promote these volunteer opportunities through an integrated strategy of awareness, outreach, and public information.

**Recruiting:**

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- HPP will recruit volunteers through a variety of outlets, including radio and print media, the Internet, and presenting programs at civic and public venues.
  - HPP will utilize existing media contacts, Public Service Announcements, and existing community group contacts to generate publicity for the campaign.
  - HPP will conduct presentations to civic groups and other potential volunteer groups identified by HPP and the PHPT, including churches, PTA's, and civic associations.
- HPP will provide initial contact for potential volunteers through phone and electronic communication. HPP will provide interested volunteers with appropriate information supplied by the PHPT in electronic format via the Internet.
  - Electronic versions of general information about the program, applications, and other relevant material will be available on the HPP website for people who are interested in volunteering. These documents may also be e-mailed to prospects when requested and appropriate.
  - HPP will actively promote the use of electronic media such as e-mail and Internet materials as resources for people who are interested in volunteering.
- In the limited instances when the prospective volunteer does not have Internet or e-mail access, or access to other locations where printed materials are available, hard copy of requested information will be mailed to the prospect at HPP's expense.
- The PHPT will be responsible for producing and providing printed materials for distribution by HPP at public events, for requested mailings and public distribution sites, and on-site presentations.
- Additionally, HPP will place the provided printed materials in public locations e.g. Court House, Libraries, etc.
- HPP will provide the PHPT with a list of all identified potential volunteers on a quarterly basis.
- The PHPT will designate a contact person and an alternate contact that will communicate with HPP.
- HPP will provide screening of potential volunteers based on the following criteria:
  - Prospect must have attained his/her 18<sup>th</sup> birthday prior to initial orientation.
  - Prospect must be available for deployment during a Public Health Emergency
  - Prospects will be screened using the State of Texas online sex offenders database
- HPP will advise volunteers that they are ineligible if they do not meet the basic criteria and direct them to more appropriate volunteer opportunities, if available.
- The PHPT is solely responsible for final selection or rejection of potential volunteers. The PHPT will advise HPP which volunteers are approved/rejected.
- The PHPT will advise those volunteers who are rejected of their status.

**Orientation:**

- HPP will hold orientation for those selected when sufficient numbers of volunteers are selected and at a time and place agreed to by HPP and the PHPT. Class size and availability of staff and resources will determine when training will be held.
- Orientation will consist of a maximum of 3 hours per volunteer.

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- A plan will be developed by the PHPT staff for positions that require specialized or additional training.
- HPP will work with the PHPT to develop appropriate orientation topics based on State approved materials and requirements.
- The PHPT will produce all orientation materials to be provided to volunteers.
- HPP will distribute the provided orientation materials during the Orientation per the instructions of the PHPT.
- HPP will check each volunteer who completes the orientation against the public Texas Sex Offenders Registry website by name and Date of Birth.

**Management:**

- HPP will maintain a database of volunteers who were recruited for the Public Health Preparedness Team program. This database will contain contact and orientation status for all volunteers.
- HPP will maintain, as a part of its existing web presence, an informational website for Fort Bend County volunteers and will allow them to track their service hours through the HPP online database.
- HPP will work with the PHPT to facilitate exercises and to identify additional service opportunities for the volunteers.
- HPP recognizes the importance of continued engagement for the retention of volunteers. To that end, HPP will facilitate and promote continuing volunteer opportunities for those who have completed the PHPT orientation.
- HPP will develop retention and recognition programs for the volunteers to encourage them to remain active in the program. These programs will include service level recognition, awards, and other methods to increase retention of volunteers.
  - HPP will be responsible for the costs of the retention and recognition programs.
  - HPP will conduct the following retention activities during this contract period:
    - Provide awards under the President's Volunteer Service Award Program to those volunteers who complete and document the required hours of service as described on the national website, <http://www.presidentialserviceawards.gov/>.
    - Facilitate a minimum of one Volunteer recognition events.

**Capability Enhancement:**

- HPP will work with the PHPT staff to more fully engage the team members from the local Independent School Districts and County employees.
- HPP will promote participation in other local volunteer efforts including, but not limited to,
  - Community Emergency Response Teams
  - Emergency Management Radio Operators Group
  - Citizen Support Teams
  - Citizens Police Academy
  - Citizens Fire Academy
- HPP will work to develop Special Interest Groups for volunteers in the following disciplines:
  - Medical Response
  - Logistics

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- POD Leadership
- HPP will offer Advanced Training in coordination with other local groups. Some of the possible topics include:
  - Incident Command Systems
  - Psychological First Aid
  - SkyWarn
  - START Triage
  - CPR/First Aid
  - POD Leadership
- HPP will, during all training events and through communications with the volunteers, promote the Computer Based Training produced for the PHPT.

### ***Deliverables:***

HPP will provide the following:

#### **1. Volunteer Recruiting**

- Volunteer recruiting services for the Public Health Emergency Preparedness Team.
- During each reporting period HPP will perform a minimum of the following:
  - Add 50 volunteers to the volunteer roster during each reporting period.
  - Attend 3 meetings related to recruiting of volunteers

#### **2. Orientation**

- Provide at minimum one (1) Volunteer Orientations per reporting period.

#### **3. Management**

- Perform quarterly updates to the online Fort Bend County Medical Reserve Corps unit profile with the Surgeon General's Office.
- Provide two (2) ID Cards to each volunteer that completes the Orientation program. The ID will include a photo, name, and other identifiers including the MRC and HPP logos. Design to be approved by the PHPT.
- Provide the PHPT with a list of all oriented volunteers whose names and Dates of Birth match the Texas Sex Offenders Registry per the public website <sup>1</sup> within 30 days of the volunteer's orientation. If for any reason the website becomes unavailable or HPP would incur costs for use of the site, HPP will not provide this service.
- Perform quarterly tests of the volunteer callout system.

#### **4. Capability Enhancement**

- Offer two Advanced Training Opportunities per reporting period.
- Facilitate one Special Interest Group meeting per reporting period.
- Attend at least one meeting with the PHPT and ISD or County representatives per reporting period to discuss greater engagement of their volunteers.

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<sup>1</sup> [https://records.txdps.state.tx.us/DPS\\_WEB/Sor/index.aspx?PageIndex=Search](https://records.txdps.state.tx.us/DPS_WEB/Sor/index.aspx?PageIndex=Search)



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## 5. Reporting

Produce a financial accountability report for all funds relating to this contract. These reports will be due with the February and August Quarterly reports. This report will demonstrate the use of funds under this contract and any grant funds received by Homeland Preparedness Project for the Ft. Bend Medical Reserve Corps during the term of this contract.

Produce activity reports on the following schedule:

Report	Reporting Period Start Date	Reporting Period End Date	Report Due Date
Report 1	Contract Acceptance Date	31 OCT 10	12 NOV 10
Report 2	01 NOV 10	31 JAN 11	12 FEB 11
Report 3	01 FEB 11	30 APR 11	14 MAY 11
Final Report	01 MAY 11	31 JUL 11	09 AUG 11

Each report will include the following data:

- Number of volunteers recruited during the reporting period.
- Number of volunteers completing orientation during the reporting period.
- A complete listing of all volunteer data to date including names, addresses, phone numbers and e-mail addresses (when available).
- Number of orientations completed during the reporting period.
- Listing of meetings attended related to recruiting of volunteers.
- Listing of Advanced Trainings offered during each reporting period.
- Lists of participants in each advanced training
- Listing of volunteer callout exercises and the results of the callout.

All reports will be provided electronically to the PHPT Lead in Word and/or Excel format.

## 6. Performance

The deliverables described above represent the minimum performance requirements related to this professional services contract. If Fort Bend County believes HPP has failed to meet these standards during any reporting period, Fort Bend County must notify HPP in writing of the deficiency. HPP will have 15 days from the date the notice is received to rectify the deficiency. If the deficiency is not corrected within 15 days, Fort Bend may reconsider the contract and may terminate the contract by giving appropriate written notice as stated in this contract. Payment for all work done up to the termination date will be due and payable by the date of termination.

### ***Resource Requirements:***

HPP will provide 1 team member with administrative support to perform recruiting, orientation, and advanced training services to the Ft. Bend PHPT. This team member will work closely with the PHPT staff to meet the team's objectives.

Due to the nature of volunteerism, HPP cannot guarantee any specific number of volunteers will be enrolled, oriented, and/or trained. We will make all reasonable efforts to meet the PHPT's goals for volunteers. HPP expects that it may take several years to recruit a complete cadre of volunteers for this project.

HPP has developed instructional materials to meet the objectives for PHPT volunteers. These materials can be customized to meet the specific requirements for Ft. Bend County.

HPP will provide all equipment for presentations related to this project.

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### **Information and Data:**

At the end of the contract period, HPP will provide the PHPT with a complete copy of all volunteer data related to this program including names, addresses, contact information, and detailed data relating to activity by the volunteers under this program. A copy of the data will be provided in electronic format and will be the property of the PHPT.

### **Fee:**

The cost to Fort Bend County for the proposed services will be \$79,000. The fee will be paid in five payments. The first payment of \$15,800 must be received by HPP before HPP provides any services under this contract. Four (4) subsequent payments of \$15,800.00 will be made based on the submission of quarterly invoices submitted with activity reports as described in Section 1 – Deliverables to Fort Bend County Health and Human Services. The period of the program will be from contract acceptance to 31 JUL 10. If either party wishes to change the scope or nature of the services provided under this contract, both parties must agree to the proposed change in writing prior to those changes taking effect.

Payment Due	Amount
Contract Acceptance	\$15,800
31 OCT 10	\$15,800
31 JAN 11	\$15,800
30 APR 11	\$15,800
31 JUL 11	\$15,800
<b>Total</b>	<b>\$79,000</b>

HPP shall submit invoices to Fort Bend County and Fort Bend County shall pay each statement within thirty (30) days after the County's written approval provided however, that the approval or payment of any invoice shall not be considered to be conclusive evidence of performance by HPP to the point indicated by such invoice or of receipt or acceptance by the County of the services covered by such statement.

Fort Bend County will be responsible for payment in full of all payments outstanding under this contract. All monies paid to HPP are non-refundable.

Prior to the execution of this Contract, HPP has been advised by Fort Bend County, and HPP clearly understands and agrees, such understanding and agreement being of the absolute essence to this contract, that County shall have available the total maximum sum of \$79,000.00, including reimbursable expenses, if any, specifically allocated to fully discharge any and all liabilities which may be incurred by Fort Bend County.

HPP does further understand and agree, said understanding and agreement also being of the absolute essence of this contract, that the total maximum compensation that HPP may become entitled to hereunder and the total maximum sum that Fort Bend County shall become liable to pay to HPP hereunder shall not under any conditions, circumstances or interpretations thereof exceed the sum of \$79,000.00.

### **Notices**

Written notices as required under this contract will be made to the parties at the addresses listed below:

Homeland Preparedness Project  
Attn: Executive Director  
2833 Cytherea Circle  
Alvin, TX 77511

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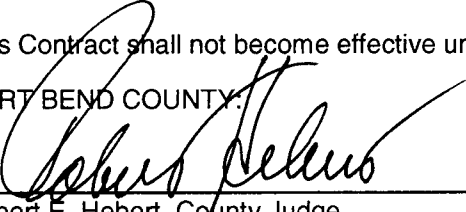
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Ft. Bend County Public Health Preparedness Team  
Attn: David W. Olinger  
PHP Coordinator  
Fort Bend County HHS  
4520 Reading Rd., STE A  
Rosenberg, TX 77471

**Execution**

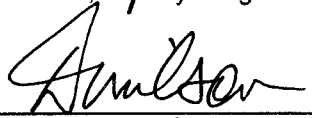
This Contract shall not become effective until executed by all parties hereto.

FORT BEND COUNTY:


  
Robert E. Hebert, County Judge

8-24-10  
Date

Attest:

  
Dianne Wilson, County Clerk

Homeland Preparedness Project

  
Bill Ray, Executive Director

31 JUL 09  
Date

**AUDITOR'S CERTIFICATE**

I hereby certify that funds are available in the amount of \$79,000.00 to accomplish and pay the obligation of Fort Bend County under this contract.

  
Ed Sturdivant, Fort Bend County Auditor

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