



## COCHISE COUNTY PROCUREMENT DEPARTMENT

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**21-20-HEA-01**

### **Attachment 2 – Scope of Work**

In accordance with RFP 21-20-HEA-01, Staffing Services- COVID-19 Case Investigations/Contact Tracing Contractor shall provide all labor, materials, transportation and expertise in order to accomplish COVID-19 Case Investigation and Contact Tracing Staffing Services for the Cochise County Health and Services Department. The Contractor shall complete the following tasks:

Task 1- Provide Cochise County with COVID-19 general case investigation/contact tracing services.

Task 2- Follow Cochise County Health Services (CHSS) guidance and relevant state laws to conduct empathetic, professional, and timely case investigations and close contact notifications.

Task 3- Provide full investigation workflow for each case, including:

- Established platforms for case assignments.
- Established platforms to record disease specific observations (DSO) for COVID-19.

Task 2- Gather required information about case contacts and input this information in the Arizona Department of Health Services' (ADHS) Qualtrics System.

Task 3- Daily reporting of casework to Cochise Health and Social Services (CHSS).

Task 4- Attend regular meetings with (CHSS) investigations and public health staff.

Task 5- Keep up to date with relevant changing guidance and goals.

Task 6- Assign investigators in the specialized areas of:

- Long-term care and assisted living facilities
- Schools
- Critical infrastructure and businesses

*Please see attached specific Scopes of Work for each of these specialties.*

Task 7- Assist organizations in these specialized areas (see Task 6) with contact tracing and protocols relevant to their industry.

Task 8-Provide Monthly Expense Report to Cochise County by the 15<sup>th</sup> of every month that will capture the previous month's expenses. For example: The expense report received by January 15<sup>th</sup> will capture all expenses from December 1 – December 31.

Contractor will be provided with a Cochise County approved template for use.

Task 9- Other duties as may be assigned by Cochise County Health and Social Services Director