

## DEPARTMENT OF STATE HEALTH SERVICES



This contract, number 2013-043641 (Contract), is entered into by and between the Department of State Health Services (DSHS or the Department), an agency of the State of Texas, and HIDALGO COUNTY (Contractor), a Government Entity, (collectively, the Parties).

1. **Purpose of the Contract.** DSHS agrees to purchase, and Contractor agrees to provide, services or goods to the eligible populations as described in the Program Attachments.
2. **Total Amount of the Contract and Payment Method(s).** The total amount of this Contract is \$10,000.00, and the payment method(s) shall be as specified in the Program Attachments.
3. **Funding Obligation.** This Contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, budget cuts, transfer of funds between programs or health and human services agencies, amendment to the Appropriations Act, health and human services agency consolidation, or any other disruptions of current appropriated funding for this Contract, DSHS may restrict, reduce, or terminate funding under this Contract.
4. **Term of the Contract.** This Contract begins on 04/15/2013 and ends on 06/29/2013. DSHS has the option, in its sole discretion, to renew the Contract as provided in each Program Attachment. DSHS is not responsible for payment under this Contract before both parties have signed the Contract or before the start date of the Contract, whichever is later.
5. **Authority.** DSHS enters into this Contract under the authority of Health and Safety Code, Chapter 1001.
6. **Documents Forming Contract.** The Contract consists of the following:
  - a. Core Contract (this document)
  - b. Program Attachments:

2013-043641-001 DoWell (Diabetes Empowerment Education Program/Do Well, Be Well Program)
  - c. General Provisions (Vendor)
  - d. Solicitation Document(s), and (N/A)
  - e. Contractor's response(s) to the Solicitation Document(s).(N/A)
  - f. Exhibits (N/A)

Any changes made to the Contract, whether by edit or attachment, do not form part of the Contract unless expressly agreed to in writing by DSHS and Contractor and incorporated herein.

7. **Conflicting Terms.** In the event of conflicting terms among the documents forming this Contract, the order of control is first the Core Contract, then the Program Attachment(s), then the General Provisions, then the Solicitation Document, if any, and then Contractor's response to the Solicitation Document, if any.

8. **Payee.** The Parties agree that the following payee is entitled to receive payment for services rendered by Contractor or goods received under this Contract:

Name: HIDALGO COUNTY  
Address: HIDALGO COUNTY TREASURER 2810 S BUSINESS 281  
EDINBURG, TX 78539-6243  
Vendor Identification Number: 17460007176060

9. **Entire Agreement.** The Parties acknowledge that this Contract is the entire agreement of the Parties and that there are no agreements or understandings, written or oral, between them with respect to the subject matter of this Contract, other than as set forth in this Contract.

By signing below, the Parties acknowledge that they have read the Contract and agree to its terms, and that the persons whose signatures appear below have the requisite authority to execute this Contract on behalf of the named party.

DEPARTMENT OF STATE HEALTH SERVICES

HIDALGO COUNTY

By: \_\_\_\_\_  
Signature of Authorized Official

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Bob Burnette, C.P.M., CTPM

\_\_\_\_\_  
Printed Name and Title

Director, Client Services Contracting Unit

\_\_\_\_\_  
Address

1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756

\_\_\_\_\_  
City, State, Zip

(512) 458-7470

\_\_\_\_\_  
Telephone Number

Bob.Burnette@dshs.state.tx.us

\_\_\_\_\_  
E-mail Address for Official Correspondence

CONTRACT NO. 2013-043641  
PROGRAM ATTACHMENT NO. 001  
PURCHASE ORDER NO. 0000394619

CONTRACTOR: HIDALGO COUNTY

DSHS PROGRAM: DoWell (Diabetes Empowerment Education Program/Do Well, Be Well Program)

TERM: 04/15/2013

THRU: 06/29/2013

SECTION I. STATEMENT OF WORK:

Contractor shall develop a diabetes and cardiovascular disease awareness campaign and educational outreach program, based on the Diabetes Empowerment and Education Program (DEEP) curriculum. The awareness campaign and educational outreach program will target the employees of Hidalgo County and their family members.

The goal of the awareness campaign and educational outreach program is to increase the awareness of diabetes and its connection to cardiovascular disease among Hidalgo County Health Department employees and their families and to increase the number of persons who are enrolled in a chronic disease or diabetes self-management program, such as DEEP. While this contract shall be used to create a sustainable campaign and educational outreach program, because of the short time-frame, only the first DEEP module will be conducted within this contract's project period. However, it is expected that this contract will be utilized to prepare for complete implementation of DEEP's curriculum; therefore, resources will largely be directed to the awareness campaign, DEEP participant recruitment, and obtaining all necessary resources for the DEEP program.

Contractor shall develop a detailed work plan with timeline to include sequential activities and milestones toward accomplishing project goals.

SECTION II. PERFORMANCE MEASURES:

The following performance measures(s) will be used to assess, in part, Contractor's effectiveness in providing the services described SECTION I STATEMENT OF WORK in this Program Attachment, without waiving the enforceability of any of the other terms of the contract.

By May 1, 2013, Contractor shall submit a detailed work plan to the DSHS Cardio-Vascular Disease (CVD) and Stroke Program. The work plan shall include:

- goals and objectives;
- list of team members, and their roles in the project;
- intended target population (reach);

- marketing data (how the program will be advertised and participants will be recruited e.g. flyers, brochures, company newsletter, in-person);
- sustainability plan; and
- evaluation plan.

Work plan must be approved by CVD and Stroke Program staff prior to its implementation.

Contractor will provide CVD staff with bi-weekly project status reports in writing to include: implementation status, barriers and methods to address those barriers, opportunities to enhance activities, and next steps. Bi-weekly progress reports will be due on the following dates: May 10, 2013; May 24, 2013; June 7, 2013; and June 21, 2013.

By June 1, 2013, Contractor shall develop and submit copies of all marketing materials used for the campaign and to recruit DEEP or Do Well, Be Well participants to the DSHS CVD and Stroke Program for approval prior to use.

By June 29, 2013, Contractor shall conduct one module of DEEP or Do Well, Be Well to participants.

By June 29, 2013, Contractor shall submit participation numbers for one module of DEEP or Do Well, Be Well to DSHS CVD Program.

By June 29, 2013, Contractor shall provide ongoing project status reports to CVD and Stroke Program.

### SECTION III. SOLICITATION DOCUMENT:

Exempt-Governmental Entity

### SECTION IV. RENEWALS:

N/A

### SECTION V. PAYMENT METHOD:

Deliverables

### SECTION VI. BILLING INSTRUCTIONS:

Contractor shall request payment using the State of Texas Purchase Voucher (Form B-13) and acceptable supporting documentation for reimbursement of the required services/deliverables. The B-13 can be found at the following link <http://www.dshs.state.tx.us/grants/forms.shtm>. Vouchers

and supporting documentation should be mailed or submitted by fax or electronic mail to the addresses/number below.

**Department of State Health Services  
Claims Processing Unit, MC1940  
1100 West 49<sup>th</sup> Street  
P.O. Box 149347  
Austin, Texas 78714-9347**

The fax number for submitting State of Texas Purchase Voucher (Form B-13) to the Claims Processing Unit is (512) 776-7442. The email address is [invoices@dshs.state.tx.us](mailto:invoices@dshs.state.tx.us).

**SECTION VII. BUDGET**

**SOURCE OF FUNDS:** CFDA 93.283

DSHS will make payment to Contractor upon completion and approval of each deliverable referenced below and upon receipt of a completed State of Texas purchase voucher as described in Section VI. **BILLING INSTRUCTIONS.**

Types of Services or Deliverables:

Deliverables	Due Date	Amount
Detailed work plan, as described in Section II.	May 1, 2013	\$2,500
All marketing materials used for the campaign and to recruit DEEP or Do Well, Be Well participants.	June 1, 2013	\$2,500
Provide participation sign-in to document that one module of DEEP or Do Well, Be Well was conducted.	June 29, 2013	\$5,000
Total Amount Not to Exceed		\$10,000

**SECTION VIII. SPECIAL PROVISIONS:**

General Provisions, **Article XII. General Terms, Section 12.14 Amendment**, is amended to include the following:

Contractor must submit all amendment and revision requests in writing to the Division Contract Management Unit at least ninety (90) days prior to the end of the term of this Program Attachment.