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John H. Teel, MS, RS, WCCHD Executive Director

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## PROPOSAL & CONTRACT FOR IMMUNIZATION SERVICES

Date: April 19, 2016  
To: Shelley Loughrey,  
From: John Teel, Executive Director  
Subject: Proposal & Contract to Provide Influenza Vaccines to Williamson County Employees and Covered Dependents

### I. Scope of Services

The Williamson County and Cities Health District ("the Health District") will provide a comprehensive influenza education and vaccination campaign for the Williamson County government ("Wilco"). This education and vaccination campaign will consist of the following elements:

A. Marketing and awareness outreach to all Wilco employees, in a manner and using techniques authorized by Wilco HR. The marketing outreach efforts will commence in August, and continue until the final date of the vaccination effort.

B. Administration of influenza vaccine to Wilco employees and to their covered dependents, using the schedule, location, and methods described in Section II.

C. Creation and submission of detailed report to Wilco HR no later than 10-31-2016.

### II. Description of Influenza Vaccination Project

The Health District's vaccination program will be designed to maximize convenience for Wilco employees and their covered dependents. Employees over age 65 will receive the "High Dose" vaccine, which contains triple the amount of flu antigens. After the official "start date", Wilco employees and their covered dependents may make appointments at any of the four Public Health Centers (PHC's) in Georgetown, Taylor, Round Rock, and Cedar Park and receive flu vaccine Monday through Friday from 8:00 am to 5:00 pm. Additionally, Wilco employees and their covered dependents may make an evening appointment until 6:30 pm at the specific PHC open during one evening per week. To maximize convenience and minimize time away from a duty station, the Health District will provide work site flu vaccinations as described below:

| <b>Date</b>  | <b>Time</b>                             | <b>Location</b>   |
|--|---|---|
| First September Date                               | 8:00 – 10:30                            | Sheriff's Office – Patrol Conference Room; 508 S. Rock, Georgetown    |
| First September Date                               | 11:30 – 1:30                            | Juvenile Justice Center – Courtroom; 200 Wilco Way, Georgetown        |
| First September Date                               | 3:00 – 5:00                             | Sheriff's Office – Patrol Conference Room, 508 S. Rock, Georgetown    |
| Second September Date                              | 9:00 – 11:00                            | JP2 – Downstairs Conference Room, 350 Discovery Blvd, Cedar Park      |
| Second September Date                              | 12:30 – 2:30                            | JP4 Courtroom; 211 W. 6 <sup>th</sup> Street, Taylor, TX 76574        |
| Third September Date                               | 8:00 – 10:30                            | Road & Bridge, Large Training Room, 3151 SE Inner Loop, Georgetown    |
| Third September Date                               | 11:30 – 1:30                            | Commissioners Courtroom, 710 Main Street, Georgetown                  |
| Third September Date                               | 2:30 – 4:30                             | Justice Center Impaneling Room, 405 MLK, Georgetown (basement level)  |
| Fourth September Date                              | 9:00 – 11:00                            | HR Training Room, 301 SE Inner Loop, Georgetown                       |
| Fourth September Date                              | Noon – 2:00                             | Jester Annex Conference Room B, 1801 E. Old Settlers Blvd, Round Rock |
| First October Date – Wilco HR Employee Health Fair | Coincides with hours of the Health Fair | Georgetown  |

### III. Project Fee Structure

The Health District will create a detailed report for all services in a manner prescribed by Wilco HR. The report will provide Wilco HR with:

- A. The name of the person vaccinated
- B. The date of the vaccination

Williamson County will not be charged for the cost of influenza vaccine. These costs will be paid from incentive payments related to our Clinical Services DSRIP project. In addition, the standard nurse administration fee for vaccines (\$10 dose) will be waived, due to the fact that the Commissioners Court provides \$2,350,000 annually to pay its share of the operating costs of the Health District.

An estimate of total Influenza Vaccination Project costs for Wilco HR for the 2016 Flu Shot Campaign is as follows:

#### Assumptions:

- The number of Wilco employees and covered dependents who choose to receive a vaccination, based on type is similar to:  
Standard adult quadrivalent vaccine = 600  
High dose vaccine (65 and over) = 30

| Vaccine Type        | Number Given | Unit Flu Dose Cost | Supplies Fee | Total Cost billed to Wilco HR |
|---------------------|--------------|--------------------|--------------|-------------------------------|
| Standard Adult Dose | 600          | \$16               | \$4          | No Charge                     |
| Adult High Dose     | 30           | \$36.50            | \$4          | No Charge                     |

If 630 doses of influenza vaccine are provided as described, the total cost incurred by WCCHD will approximate \$13,215. The amount invoiced by WCCHD to Wilco HR will be \$0.00.

### IV. Miscellaneous

No Assignment: Health District may not assign this contract.

Compliance with All Laws: Health District agrees and will comply with any and all local, state or federal requirements with respect to the services rendered.

Termination: This agreement may be terminated at any time at the option of either party, without future or prospective liability for performance upon giving thirty (30) days written notice thereof.

Effective Date and Term: This contract shall be in full force and effect when signed by all parties and shall continue for a reasonable time period for the specific project and shall terminate upon project completion or when terminated pursuant to termination paragraph above.

Venue and Applicable Law: Venue of this contract shall be Williamson County, Texas, and the laws of the State of Texas shall govern all terms and conditions.

WITNESS the signatures of all parties in duplicate originals this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**WILLIAMSON COUNTY:**

**SERVICE PROVIDER:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature