

WCCHD Board of Health:

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Virginia L. Headley, PhD, WCCHD Interim Executive Director

PROPOSAL

Date: August 22, 2018
To: Shelley Loughrey, PHR, Director of Benefits Administration, Williamson County
From: Virginia L. Headley, PhD, Interim Executive Director
Subject: Proposal 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. This education and vaccination campaign will consist of the following elements:

- Marketing and awareness outreach to all Williamson County employees, in a manner and using techniques authorized by Williamson County HR. The marketing outreach efforts will commence in August and continue until the final date of the vaccination effort.
- Administration of influenza vaccine to Williamson County employees, retirees and spouses, using the schedule, location, and methods described in Section II.
- Provision of 425 doses of quadrivalent vaccine to Williamson County EMS and the Sheriff's Office
- Creation and submission of detailed report to Williamson County HR no later than 10-31-2018

II. Description of Influenza Vaccination Project

The Health District's vaccination program will be designed to maximize convenience for Williamson County employees and their covered dependents. Employees over age 65 will receive a special formulated vaccine stronger than the original to give them added protection. After the official start date, Williamson County 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, Williamson County 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:

Date	Time	Location
9/26/2018 Williamson County HR Employee Health Fair	Coincides with hours of the Health Fair	Georgetown
9/27/2018	8:00 – 10:30	Sheriff's Office – Patrol Conference Room; 508 S. Rock, Georgetown
9/27/2018	11:30 – 1:30	JP4 Courtroom; 211 W. 6 th Street, Taylor, TX 76574
9/27/2018	3:00 – 5:00	Sheriff's Office – Patrol Conference Room, 508 S. Rock, Georgetown
9/28/2018	8:00 – 10:30	Justice Center Impaneling Room, 405 MLK, Georgetown (basement level)
9/28/2018	11:30 – 1:30	Jester Annex Conference Room A, 1801 E. Old Settlers Blvd, Round Rock
9/28/2018	2:00– 4:00	Juvenile Justice Center- Training Room, 200 Wilco Way, Georgetown, TX 78626
10/1/2018	8:00 – 10:30	JP2 – Upstairs Courtroom, 350 Discovery Blvd, Cedar Park
10/1/2018	2:30 – 4:30	HR Training Room, 301 SE Inner Loop, Georgetown

In addition to the worksite vaccination clinics described in the table above, and to maximize the number of Wilco employees who receive the influenza vaccine, the Health District will provide sufficient influenza vaccine, syringes, and associated supplies to Wilco's 911, Sheriff's Office, and Emergency Services employees to allow licensed nurses and paramedics employed by these agencies to vaccinate their own employees.

Department	Total Dosage Needed	Doses to be provided to
911/EMS	250	Mike Knipstein
Sherriff's Office & Corrections	175	Medic in the Jail
Grand Total	425	

The Health District will provide a detailed report for all services within 30 days of completion of all services in a manner prescribed by Williamson County HR. The report will provide Williamson County HR with:

- The name of the person vaccinated
- The date of the vaccination
- The type of flu vaccine given

III. Project Fee Structure

The cost for vaccine (\$14.15 for standard quadrivalent dose and \$46.00 for high dose for adults 65 and over) and the supplies necessary for administration (\$8.00 each dose) will be covered by the Health District. In addition, the standard nurse administration fee for vaccines (\$10 dose) will be waived for all doses administered by the Health District.

If the number of Williamson County employees and covered dependents who choose to receive a vaccination is similar to the number of doses given in 2017, the potential doses given in 2018 will be 620 quadrivalent doses and 30 high doses. If 650 doses of influenza vaccine are provided as described, and 425 doses with supplies are provided for administration by EMS and the Sheriff's Office, the total cost incurred by WCCHD will be approximately \$24,766.75. The amount invoiced by the Health District to Williamson County 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 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 the giving of 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 4 day of Sept., 2018.

Williamson County:



Authorized Signature
Dan A. Gattis
County Judge

Williamson County and Cities Health District:



Authorized Signature
Virginia L. Headley, PhD
Interim Executive Director

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