

AN ORDINANCE 2006-03-02-0283

**AUTHORIZING THE EXECUTION OF A CONTRACT CHANGE WITH THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES TOTALING \$200,000.00 FOR THE CITIES READINESS INITIATIVE OF THE SAN ANTONIO METROPOLITAN HEALTH DISTRICT FOR THE PERIOD JANUARY 1, 2006 THROUGH AUGUST 31, 2006; ADOPTING THE PROJECT BUDGET; AND AUTHORIZING PAYMENTS.**

\* \* \* \* \*

**WHEREAS**, the City Manager was authorized to execute the Public Health State Support Project 2004/2005 contract with the Texas Department of State Health Services (TDSHS) through an ordinance passed and approved on January 13, 2005 providing annual assistance to the City in support of the core public health activities provided by the San Antonio Metropolitan Health District (SAMHD); and

**WHEREAS**, the TDSHS has now offered a contract change totaling \$200,000.00 through Contract Change Notice No. 14, Attachment 15 to support the Cities Readiness Initiative in the SAMHD for the period January 1, 2006 through August 31, 2006; and

**WHEREAS**, the Cities Readiness Initiative (CRI) is a program to enhance the Strategic National Stockpile (SNS) planning efforts with our local response partners and provide the initial funding for the planning stage to coordinate SNS response activities among the surrounding counties known as the Metropolitan Service Area; and

**WHEREAS**, the CRI will provide the framework to build a response system to allow for the City's increased population during the daytime hours; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or her designee is authorized to execute a contract change with the Texas Department of State Health Services totaling \$200,000.00 for the Cities Readiness Initiative of the San Antonio Metropolitan Health District for the period January 1, 2006 through August 31, 2006. A copy of said contract change is attached hereto and incorporated herein for all purposes as Attachment I.

**SECTION 2.** Fund 26016000, Fund Center 3610360000, and Internal Order 136000000302 entitled "2006 Cities Readiness Initiative", is hereby designated for use in accounting for the fiscal transactions of this program.

**SECTION 3.** The sum of \$200,000.00 is hereby appropriated in the above-designated fund, GL Account No. 4501100, and the budget which is attached hereto and incorporated herein for all purposes as Attachment II is approved and adopted for entry on the City books.

**SECTION 4.** Payments in an aggregate amount of \$115,000.00 are hereby authorized to be paid from Fund Center 3610360000, Internal Order 136000000302, GL Account No. 5201040, Fees to Professional Contractors, on a fee for service basis to various contract professional licensed physicians and registered nurses to cover their services.

**SECTION 5.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager of the City Manager's designee, correct allocations to specific SAP Fund Numbers and Internal order numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This ordinance shall be effective on and after March 12, 2006.

PASSED AND APPROVED this 2nd day of March, 2006.



M A Y O R

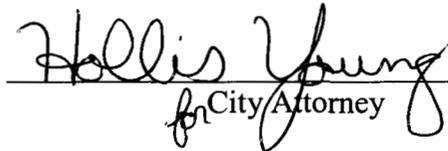
**PHIL HARDBERGER**

ATTEST:



City Clerk

APPROVED AS TO FORM:



for City Attorney



ATTACHMENT I

DEPARTMENT OF STATE HEALTH SERVICES
1100 WEST 49TH STREET
AUSTIN, TEXAS 78756-3199

STATE OF TEXAS
COUNTY OF TRAVIS

DSHS Document No. 7460020708 2006
Contract Change Notice No. 14

The Department of State Health Services, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with SAN ANTONIO METROPOLITAN HEALTH DISTRICT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

SUMMARY OF TRANSACTION:
ATT NO. 15 : CPS - CITIES READINESS INITIATIVE

All terms and conditions not hereby amended remain in full force and effect.

EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

PERFORMING AGENCY:

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY :

DEPARTMENT OF STATE HEALTH SERVICES

By: (Signature of person authorized to sign)

(Name and Title)

By: (Signature of person authorized to sign)

Bob Burnette, Director
Client Services Contracting Unit
(Name and Title)

Date:

Date:

RECOMMENDED:

By: (PERFORMING AGENCY Director, if different from person authorized to sign contract)

DETAILS OF ATTACHMENTS

Att/ Amd No.	DSHS Program ID/ DSHS Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (DSHS Share)
		Begin	End	Source of Funds*	Amount		
01	HIV/PREV 0000301959	01/01/05	12/31/05	93.940	232,350.00	0.00	232,350.00
03	STD/HIV 0000302392	01/01/05	12/31/05	93.940 93.977	321,254.00	0.00	321,254.00
04	TB/PC 0000302377	01/01/05	12/31/05	93.116	356,700.00	0.00	356,700.00
05	HIV/SURV 0000303156	01/01/05	12/31/05	93.944	123,869.00	0.00	123,869.00
06	DIAB/CDSP 0000306306	04/01/05	03/29/06	93.988	90,000.00	0.00	90,000.00
07	RLSS/LPHS 0000309916	09/01/05	02/28/06	State	152,888.00	0.00	152,888.00
08	EPI/LEAD 0000307363	07/01/05	06/30/06	93.262	35,520.00	0.00	35,520.00
09	TB/PC 0000309488	09/01/05	08/31/06	State	189,472.00	0.00	189,472.00
10	CPS/BIO-LAB 0000310170	09/01/05	08/31/06	93.283	250,000.00	0.00	250,000.00
11	CPS/BIOTERR 0000310219	09/01/05	08/31/06	93.283	1,918,789.00	0.00	1,918,789.00
12	IMM/LOCALS 0000310324	09/01/05	08/31/06	State	429,812.00	0.00	429,812.00
13	NSS/WIC-CARD 0000311358	10/01/05	09/30/06	10.557	0.00	0.00	0.00
14	REFUGEE 0000311479	10/01/05	09/30/06	93.566	143,495.00	0.00	143,495.00
15	CPS/CRI 0000314023	01/01/06	08/31/06	93.283	200,000.00	0.00	200,000.00
DSHS Document No.7460020708 2006 Change No. 14				Totals	\$4,444,149.00	\$ 0.00	\$4,444,149.00

\*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.

DOCUMENT NO. 7460020708-2006  
ATTACHMENT NO. 15  
PURCHASE ORDER NO. 0000314023

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY: DEPARTMENT OF STATE HEALTH SERVICES (DSHS)  
COMMUNITY PREPAREDNESS SECTION

TERM: January 01, 2006 THRU: August 31, 2006

SECTION I. SCOPE OF WORK:

PERFORMING AGENCY shall develop plans and infrastructure so that the targeted Metropolitan Service Area (MSA) is prepared to provide prophylactic medications during an event to their entire population within 48 hours. To accomplish this, the PERFORMING AGENCY:

- Shall enhance the MSA's capability to establish a network of points of dispensing (PODs) staffed with trained, exercised, paid, and/or volunteer staff.
- May elect to deploy elements of the United States Postal Service (USPS) to complement the POD network with direct delivery of antibiotics to residences.
- If electing to deploy USPS, will develop a plan in conjunction with the USPS.

PERFORMING AGENCY shall coordinate planning and program implementation activities to ensure that state and local health departments, hospitals, other health care entities, and State and local public safety and emergency management agencies are able to mount a collective response featuring seamless interaction of their event-specific capabilities in the following areas:

- Dispensing of Medications at the Points of Dispensing (PODs);
- Providing Medications to First Responders & Critical Infrastructure Personnel;
- Public Information and Communications;
- Dispensing of Medical Material to Treatment Centers; and
- Tactical Communications between Command and Control Elements.

PERFORMING AGENCY is expected to master each of the following critical tasks (except where the function resides with RECEIVING AGENCY as indicated; in which case the PERFORMING AGENCY shall be expected to have functional knowledge of these processes):

- Developing an SNS plan;
- Command and control;
- Requesting SNS assets; (State responsibility)
- Management of SNS operations;
- Tactical communication;
- Public information;
- Security;

- Warehouse for Receipt, Staging and Storing (RSS) of SNS material; (State responsibility)
- Controlling SNS inventory;
- Distribution; (State responsibility)
- Dispensing oral medications;
- Treatment center coordination; and
- Training, exercise and evaluation.

PERFORMING AGENCY shall comply with all applicable federal and state laws, rules, and regulations including, but not limited to, the following:

- Public Law 107-117, Department of Defense and Emergency Supplemental Appropriations for Recovery from and Response to Terrorist Attacks on the United States, Act. 2002.
- Public Law 107-188, Public Health Security and Bioterrorism Preparedness and Response Act of 2002; and
- Chapter 81, Texas Health and Safety Code.

PERFORMING AGENCY shall comply with all applicable regulations, standards and guidelines in effect on the beginning date of this contract.

The following documents are incorporated by reference and made a part of this contract Attachment:

- Centers for Disease Control and Prevention (CDC) Public Health Preparedness and Emergency Response for Bioterrorism Program (Announcement Number 99051)
- RECEIVING AGENCY Cooperative Agreement Work Plan for Budget Year; and
- PERFORMING AGENCY'S Cities Readiness Initiative Workplan, which is hereby attached as Exhibit A.

PERFORMING AGENCY shall coordinate activities and response plans within the jurisdiction, with the state, regional, and other local jurisdictions, among local agencies, and with hospitals and major health care entities, jurisdictional Metropolitan Medical Response Systems, and Councils of Government.

PERFORMING AGENCY shall cooperate with RECEIVING AGENCY to coordinate all planning, training and exercises performed under this contract with the State of Texas, Governor's Division of Emergency Management of the State of Texas, or other points of contact at the discretion of the division, to ensure consistency and coordination of requirements at the local level and eliminate duplication of effort between the various domestic preparedness funding sources in the state.

PERFORMING AGENCY shall inform RECEIVING AGENCY in writing if it shall not continue performance under this contract Attachment within thirty (30) days of receipt of an amended standard(s) or guideline(s). RECEIVING AGENCY may terminate the contract Attachment immediately or within a reasonable period of time as determined by RECEIVING AGENCY.

PERFORMING AGENCY shall develop, implement, and maintain a system for accurately tracking expenditures. All equipment, supplies, and other resources acquired with public health preparedness funds must be used to achieve, maintain and enhance critical benchmarks and capacities as outlined in the CDC guidance, Version 10 - DRAFT, "Receiving, Distributing, and Dispensing Strategic National Stockpile Assets", dated June 2005.

PERFORMING AGENCY shall develop, implement, and maintain a timekeeping system for accurately documenting staff time and salary expenditures for all staff funded through this contract Attachment, including partial FTEs and temporary staff.

#### PERFORMANCE MEASURES

PERFORMING AGENCY shall complete the PERFORMANCE MEASURES as stated in Exhibit A.

PERFORMING AGENCY shall provide reports as requested by RECEIVING AGENCY to satisfy information-sharing requirements set forth in Texas Government Code, Sections 421.071 and 421.072 (b) and (c).

PERFORMING AGENCY shall provide services in the following counties: Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, Wilson.

#### SECTION II. SPECIAL PROVISIONS:

General Provisions, **Funding Participation Requirement** Article, is amended to include the following:

Funds provided by this contract Attachment may not be used to supplant other federal, state, and local public funds. Supplanting is defined as using federal funds to replace existing state or local funds.

General Provisions, **Allowable Costs and Audit Requirements** Article, is amended to include the following:

For the purposes of this contract Attachment, vehicles are not an allowable cost.

General Provisions, **Terms and Conditions of Payment** Article, Paragraph 3, is revised to include following:

PERFORMING AGENCY'S request for reimbursement shall include the State of Texas Purchase Voucher and supporting documentation that details monthly expenditures in the format provided by RECEIVING AGENCY.

General Provisions, **Inspections** Article, is revised to include the following:

In addition to the site visits authorized by the **Inspections** Article of the General Provisions, PERFORMING AGENCY shall allow RECEIVING AGENCY to conduct on-site quality assurance reviews of PERFORMING AGENCY. PERFORMING AGENCY shall comply with all RECEIVING AGENCY documentation requests and onsite visits. PERFORMING AGENCY shall make available for review all documents related to the scope of work upon request by the RECEIVING AGENCY program staff. Unsatisfactory review findings may result in implementation of General Provisions, **Sanctions** Article.

General Provisions, **Reports** Article, third paragraph, is revised to read as follows:

PERFORMING AGENCY shall provide RECEIVING AGENCY with a monthly supporting document/report in the format provided and any financial reports, and any other reports that RECEIVING AGENCY determines necessary to accomplish the objectives of this contract and to monitor compliance. PERFORMING AGENCY shall submit copies of all documentation addressing the activities specified in Exhibit A both in hard copy and on disc by August 31, 2006 to RECEIVING AGENCY. If PERFORMING AGENCY is legally prohibited from providing such reports, it shall immediately notify RECEIVING AGENCY.

SECTION III. BUDGET:

PERSONNEL	\$0.00
FRINGE BENEFITS	0.00
TRAVEL	10,000.00
EQUIPMENT	0.00
SUPPLIES	0.00
CONTRACTUAL	99,980.00
OTHER	75,000.00
TOTAL DIRECT CHARGES	\$184,980.00
INDIRECT CHARGES	\$15,020.00
TOTAL	\$200,000.00

Total reimbursements will not exceed \$200,000.00.

Financial status reports are due the 30th of April, 30th of July, and the 30th of November.

The negotiated indirect cost amount shown above is less than PERFORMING AGENCY'S current approved indirect cost rate on file at RECEIVING AGENCY.

**EXHIBIT A**

**CITIES READINESS INITIATIVE (CRI) - FY 06  
PERFORMANCE MEASURES / DELIVERABLES**

Legal Name of Applicant: San Antonio Metropolitan Health Department					Date: 16 Dec 2005
(a) Goal/Objective	(b) Performance Measures (Make sure they are measurable and feasible)	(c) Action Steps by Applicant (Detailed steps necessary to complete measure(s) such as staffing, purchases, contracts, facility, etc.)	(d) Evidence of Completion of Deliverable	(e) Completion Date	
Develop plan recommendations that will serve as a basis for development of an SNS plan that ensures integrated response to a bioterrorism event for the 8 county MSA including: Atascosa Bandera Bexar Comal Guadalupe Kendall Medina and Wilson counties.	1. By 08/31/06, review current county SNS plans; conduct gap analysis of plans; and develop basic plan recommendations for an integrated plan for the 8 MSA counties that will meet the 48-hour dispensing requirement.	1. Organize and host a Centers for Disease Control and Prevention (CDC) initial overview and briefing for key leaders and stakeholders to include, but not limited to: local and county officials; representatives from hospitals; local, regional and state public health, emergency management and law enforcement.  2. Organize and host at least two follow-up meetings for CDC evaluation with key leaders and stakeholders identified in #1 above.  3. Organize and host CRI monthly workgroup meetings to develop the MSA SNS plan recommendations.	1. Retain copies of sign in sheet, agenda and meeting summary of the CDC Initial Overview Briefing for on-site review and indicate completion of activity on monthly supporting documentation.  2. Retain copies of sign in sheets, agendas and meeting summaries of evaluation and follow-up meetings for on-site review and indicate completion of activity on monthly supporting documentation.  3. Retain copies of sign in sheets, agendas and meeting summaries for on-site review and indicate completion of monthly meetings on monthly	1. January 31, 2006  2. As Scheduled  3. Monthly	

		<p>4. Assess SNS plans for MSA counties and conduct gap analysis, produce a report on assessment and gap analysis and provide a briefing to the workgroup and stakeholders</p> <p>5. Develop recommendations based on assessment and gap analysis for use in development of an overarching and integrated plan. Produce a report of recommendations and provide a briefing to the workgroup and stakeholders</p> <p>6. Purchase materiel to meet recommendations</p>	<p>supporting documentation.</p> <p>4. Retain copies of assessment and gap analysis for on-site review and indicate completion of activity on monthly supporting documentation</p> <p>5. Submit final recommendations to the Department of State Health Services (DSHS)</p> <p>6. Items purchased as necessary to meet recommendations</p>	<p>4. June 30, 2006</p> <p>5. August 31, 2006</p> <p>6. August 31, 2006</p>
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(a) Goal/Objective	(b) Performance Measures (Make sure they are measurable and feasible)	(c) Action Steps by Applicant (Detailed steps necessary to complete measure(s) such as staffing, purchases, contracts, facility, etc.)	(d) Evidence of Completion of Deliverable	(e) Completion Date
Increase and enhance readiness to make full and effective use of SNS assets in the event of terrorist attacks that occur over a large geographic area.	2. By 08-31-06, review and adopt transferable techniques, processes and activities from other CRI cities in Texas that can be used in the San Antonio MSA with emphasis on: Crisis Risk Communication plans and procedures to address public information needs related to the MSA's issues, and Volunteer Recruitment and Retention plans. Determine purchases of materiel as identified in recommendations.	1. Request SNS-related plans and documents from Dallas and Houston to include, but not limited to, crisis risk communication plans and volunteer recruitment and retention plans. 2. Attend exercises (including after-action meetings) and coordinate with planners in Dallas and Houston to observe their processes and identify best practices for enhanced response 3. Adapt best practices to fit the San Antonio MSA	1. Review materials to identify best practices and indicate request for documents on the monthly supporting documentation. 2. Indicate attendance at exercises and meetings and coordination with other CRI cities on monthly supporting documentation. 3. Written report to DSHS to identify SNS documentation reviewed; exercises attended; best practices identified; and plan for adapting best practices to the San Antonio MSA.	1. March 1, 2006  2. July 1, 2006  3. August 31, 2006
Ensure that prophylaxis can be provided to entire population within 48 hours.	3. By 08-31-06, identify sufficient number of POD sites to meet the 48-hour requirement for the 8-county MSA and ensure complete MOAs for all POD sites necessary to meet the requirement.	1. Assess current number of POD sites in the 8-county MSA to determine that there are a sufficient number of sites to meet current CRI goal of 100% of population within 48 hours 2. Identify additional POD sites as necessary	1. Retain complete assessment for on-site review and indicate completion on monthly supporting documentation. 2. Additional sites identified and indication completion on the monthly supporting documentation.	April 1, 2006  July 31, 2006

		<p>3. Complete signed MOAs with all POD sites in the 8-county MSA.</p>	<p>3. Retain signed MOAs for all POD sites on-site and indicate completion of all MOAs on monthly supporting documentation.</p>	<p>3. August 31, 2006</p>
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**CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS,**  
**LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-111, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Authorized Individual

7460020708 2006-15

Application or Contract Number

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

Organization Name and Address

332 W COMMERCE ST STE 307

SAN ANTONIO, TX 78205-2489

**ATTACHMENT II**  
**Public Health Support 2005/2006 - Federal**  
**Fund 26016000**  
**Fund Group ID # 26016107**  
**Fund Center 3610360000**  
**Functional Area 3600300000040012**  
**TDSHS Contract No. 7460020708 2006**

<u>ESTIMATED REVENUES</u>	<u>SAP GL No.</u>	<u>ORIGINAL</u> <u>BUDGET</u>
Attachment #15	4501100	\$ 200,000
Total Estimated Revenues		<u>\$ 200,000</u>

**APPROPRIATIONS**

**Cities Readiness Initiative**  
**36-10-36 01/01/2006 - 08/31/2006**  
**Cost Center 3610360001**  
**Internal Order 136000000302**

Car Expense Allowance	5103055	2,000
Fees to Professional Contractors	5201040	115,000
Travel- Official	5207010	8,000
Office Supplies	5302010	25,000
Tools and Apparatus	5304050	50,000
<b>Total 36-10-36</b>		<u>\$ 200,000</u>