



**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Bonnie Obremski, COVID-19 Communications Specialist
Apple Martine, Public Health Director

DATE: March 20, 2023

SUBJECT: Agenda Item – Amendment 2 – Contract Agreement with National Association for City and County Health Officials (NACCHO); March 1, 2022 – July 31, 2023: Additional \$25,000 for a total of \$100,000

STATEMENT OF ISSUE:

Jefferson County Public Health, Admin/Community Health Divisions, requests Board approval of the second Amendment to the Contract Agreement with NACCHO for the Equipping Local Health Departments to Build COVID-19 Vaccine Confidence (COVIED) project; March 1, 2022 – July 31, 2023: additional \$25,000

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

Through this project, we partner with NACCHO to address vaccine hesitancy and increase COVID-19 vaccine confidence and uptake among priority populations disproportionately impacted by COVID-19 disease and complications. We are taking steps to building or re-building public trust by improving our staff's ability to relate to a spectrum of marginalized demographics. We will also improve access to public health information. This amendment extends the period of performance until July 31, 2023, with an additional \$25,000 in funding. Two dates have been added to the Invoice Schedule, each with specified deliverables. All other terms and conditions of the Agreement remain unchanged.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

The agreement provides an additional \$30,000 in funding from NACCHO for a new agreement total of \$75,000. No general fund dollars are used to support this program.

RECOMMENDATION:

JCPH management request approval of the second Amendment to the Contract Agreement with the NACCHO; March 1, 2022 – July 31, 2023: additional \$25,000

REVIEWED BY:

Mark McCauley, County Administrator

Date

Modification of Agreement

This Modification of Agreement (“Modification”) is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and the following Contractor, hereinafter referred to as “Contractor:”

Jefferson County dba Jefferson County Public Health	91-6001322
Contractor	Federal Tax ID Number
615 Sheridan Street,	
Address	
Port Townsend, WA 98368	(360) 378-4478
City, State and Zip	Phone

WHEREAS, the parties entered into Contract # 2022-042702 on the 1st day of August, 2022 (“Agreement”) and,

WHEREAS, the general purposes of the Agreement are unchanged; and

WHEREAS, both parties wish to make modifications to the Agreement, as described below;

THEREFORE, for the mutual consideration described in the Agreement, the parties agree to the modifications below through the signatures of the person(s) who have the authority to bind the parties to the changes in the Modification:

1. Term of Agreement: Article I, Section 2 of the Agreement is modified and shall continue in effect until July 31, 2023, unless earlier terminated in accordance with the terms herein. NACCHO and Contractor agree that the term of the Agreement may be extended to complete the project to July 31, 2023. NACCHO has been approved through “Expanded Authority” to temporarily continue programmatic activities of CDC GRANT #6NU38OT000306-03-06, CFDA # 93.421, while waiting for CDC’s acceptance and approval, in compliance with applicable guidance, federal rules and regulations. NACCHO reserves the right to exercise clause 6 of this Agreement, when requested by its Primary Funder. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
2. Payment of Services: the updated payment schedule is as follows:

Payment of Services: Article I: Special Provisions, Clause 3 of the Agreement is modified to amend payment by NACCHO to Contractor for services performed as follows:

Original Contract Amount : \$45,000.00
 Mod I Amount : \$30,000.00
 Mod II Amount : \$25,000.00
 Invoice paid up to 2/15/2023 : \$60,000.00

Total Contract Award Amount : \$100,000.00
NEW available Contract Amount : \$40,000.00

Updated Invoice Schedule

Invoice No.	Amount	Due date	Deliverable
Invoice I (PAID)	\$15,000.00	April 30, 2022	• Participate in Health equity action lab workshop • Complete post-training feedback and evaluation • Complete Project Charter Document
Invoice II (PAID)	\$15,000.00	May 31, 2022	• Identify project objectives and identify community(ies) of focus • Identify and engage community stakeholders that will assist in implementation of community messaging • Recruit and engage community participants that will inform vaccine hesitancy resource development and strategy • Report findings and discuss solutions with stakeholders • Evaluate action planning activity • Participate in monthly check in and community of practice calls • Submit action plan outlining LHD and partner vaccine confidence goals, activities, communication strategy, required resources and timeline
Invoice III (PAID)	\$15,000.00	July 31, 2022	• Submit implementation progress report • Participate in monthly check-in and community of practice calls
Invoice IV (PAID)	\$15,000.00	October 31, 2022	• Develop at least one (1) LHD-specific resource or tool addressing vaccine hesitancy for COVID-19

			vaccines that can be shared via NACCHO communication platforms • Contribute to joint abstract or product highlighting participating in project • Participate in monthly check-in and community of practice calls
Invoice V	\$15,000.00	December 31, 2022	• Participating in monthly check-in and community of practice calls • Complete the pre-communications workshop documents and data collection
Invoice VI	\$12,500.00	March 31, 2023	• Participate in Public Health Foundation (PHF) Strategic Communications Workshop • Participate in one-on-one collaboration sessions with PHF to develop community tailored communications plan. • Submit communications plan. • Participate in monthly check-in and community of practice calls.
Invoice VII	\$12,500.00	July 31, 2023	• Participate in monthly check-in and community of practice calls. • Participate in end of project evaluation • Submit final report documenting project successes, challenges, lessons learned and sustainability plan

3. Scope of Work: The Scope of Work attached hereto as Attachment I to the Modification is incorporated into the Agreement and made a part thereof.
4. All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

By: _____

Name: Jerome Chester

Title: Chief Financial Officer

Date: _____

CONTRACTOR:

JEFFERSON COUNTY WASHINGTON

By: _____

Name: Greg Brotherton

Title: Chair, Board of County Commissioners

Date: _____

ATTEST:

Carolyn Gallaway, Date
Clerk of the Board

Approved as to form only:

PC Hunsucker March 9, 2023
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS
MODIFICATION OF AGREEMENT– ATTACHMENT I
SCOPE OF WORK

Scope of Work: Jefferson County Public Health

Project: Equipping Local Health Departments to Build COVID-19 Vaccine Confidence (COVID)

Project Period: Upon contract execution to no later than December 31, 2022

Extended Project Period: January 1, 2023, to July 31, 2023

Original Award Amount: \$45,000, the first modification increased the funding by \$30,000, total funding thus far is \$75,000.

The second additional Funding is to increase by: \$25,000.

Justification: Due to ongoing programmatic need, the Equipping Local Health Departments to Build COVID-19 Vaccine Confidence (7841) project is implementing a contract extension which will extend the project period beyond the original end date of December 31, 2022, to July 31, 2023, and add \$25,000 to the original funding amount. The extension will allow the contractor sufficient time and resources to meet additional deliverables per the adjusted Scope of Work which will strengthen the original project intent. Adjustments to the initial budget and SOW have been made to reflect the contract extension.

Project Background

Through the Equipping Local Health Departments to Build COVID-19 Vaccine Confidence project, NACCHO supports LHDs to improve COVID-19 vaccine confidence and address misinformation at the community level in partnership with local trusted community messengers. Through this project, LHDs will receive training, technical assistance, and other resources to increase equitable COVID-19 vaccine uptake, particularly among priority populations disproportionately impacted by COVID-19 disease and complications. LHDs will receive support to facilitate collaborations and partnerships with community stakeholders to support messaging for COVID-19 vaccination.

Objectives

With support from NACCHO, Jefferson County Public Health seeks to meet the objectives below:

1. Identify communities at-risk for low vaccine uptake and are hesitant to get vaccinated to better understand the local community's vaccine needs and decisions and identify areas of intervention and prioritize potential intervention strategies.
2. Collaborate and partner with other community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation.
3. Identify model and sustainable approaches to addressing vaccine hesitancy at the local jurisdiction level.

To achieve these goals, Jefferson County Public Health will complete the following activities throughout the project period of performance:

Scope of Work		
Activity	Lead Person/Organization	Tentative Timeline
<i>Objective 1. Through the period of performance, participate in activities to address vaccine hesitancy at the local level, and openly share challenges, results, and outcomes of selected site's experiences.</i>		
Complete Strategic Action Planning training to develop jurisdictional strategy related to vaccine confidence and messaging.	Jefferson County Public Health, NACCHO	Completed by April 30, 2022

Identify at least one local organization partner that will assist in outreach or communications to priority or un/under-vaccinated individuals and communities.	Jefferson County Public Health NACCHO	Completed by April 30, 2022
Develop an action plan for partner collaboration and engage necessary partners to complete the communication strategy.	Jefferson County Public Health >, NACCHO	Completed by May 31, 2022
Develop communication strategy outlining LHD and partner vaccine confidence goals, activities, required resources and timeline.	Jefferson County Public Health NACCHO	Completed by June 30, 2022
Implement the communication strategy to reach the population of focus with vaccine confidence messaging.	Jefferson County Public Health NACCHO	Completed by July 31, 2022
Develop and contribute at least one resource, tool, or best practice on addressing vaccine hesitancy to NACCHO's communication platforms.	Jefferson County Public Health NACCHO	Completed by October 31, 2022
Participate in Public Health Foundation Strategic Communications Workshop	Jefferson County Public Health	Completed by January 31, 2022
Participate in one-on-one collaboration sessions with PHF to develop community tailored communications plan	Jefferson County Public Health	Completed by March 31, 2023
Submit a strategic communications plan detailing vaccine confidence building activities integrated within LHD exists communication workplan	Jefferson County Public Health	Completed by March 31, 2023
Participate in a one-on-one coaching session with NACCHO to develop monitoring and evaluation strategy for communications plan	Jefferson County Public Health	Completed by May 31, 2023
Implement the strategic communications plan and provide feedback on successes, challenges, and lessons learned via check-in calls with NACCHO.	Jefferson County Public Health	Completed by July 31, 2023
Submit a final report detailing the successes, challenges, and lessons learned from participation in the project.	Jefferson County Public Health	Completed by July 31, 2023
Participate in check-in calls, as needed, facilitated by NACCHO to review progress of planned activities and any major changes to the proposed work plan, and discuss technical assistance needs.	NACCHO, Jefferson County Public Health	Completed by July 31, 2023
Participate in monthly peer sharing and technical assistance calls facilitated by NACCHO to discuss emerging issues, lessons learned, and/or best practices.	NACCHO, Jefferson County Public Health	Completed by July 31, 2023

Provide feedback through participation in project assessment and evaluation activities conducted at baseline, mid-year, and project close.	NACCHO, Jefferson County Public Health	At three intervals to be completed by July 31, 2023
Provide feedback on national policies and recommendations.	Jefferson County Public Health	As opportunities arise

Invoicing Schedule

Invoice Number	Primary Task /Deliverable	Subtasks	Estimated Timeline	Payment Schedule
Invoice #1	Training & Project Charter	Participate in Health equity action lab workshop	April 2022	April 30, 2022 Invoice Total: \$15,000
		Complete post-training feedback and evaluation*		
		Complete Project Charter Document*		
Invoice #2	Development of action plan for partner and community engagement	Identify project objectives and identify community(ies) of focus*	April-May 2022	May 31, 2022 Invoice Total: \$15,000
		Identify and engage community stakeholders that will assist in implementation of community messaging*		
		Recruit and engage community participants that will inform vaccine hesitancy resource development and strategy*		
		Report findings and discuss solutions with stakeholders*		
		Evaluate action planning activity*		
		Participate in monthly check-in and community of practice calls		
		Submit action plan outlining LHD and partner vaccine confidence goals, activities, communication strategy, required resources and timeline*		
Invoice # 3	Implementation of Communication strategy	Submit implementation progress report*	June-July 2022	July 31, 2022 Invoice Total: \$15,000
		Participate in monthly check-in and community of practice calls		
Invoice #4	Vaccine Confidence Resources	Develop at least one (1) LHD-specific resource or tool addressing vaccine hesitancy for COVID-19 vaccines that can be shared via NACCHO communication platforms	August-October 2022	October 31, 2022, Invoice Total: \$15,000

		Contribute to joint abstract or product highlighting participation in project		
		Participate in monthly check-in and community of practice calls		
Invoice #5	Strategic Communications Training	Participate in monthly check-in and community of practice calls	November-December 2022	December 31, 2022 Invoice Total: \$15,000
		Complete the pre-communications workshop documents and data collection.*		
		Participate in end of project evaluation*		
		Submit final report documenting project successes, challenges, lessons learned and sustainability plan*		
Invoice #6	Development of Communications Plan	Participate in Public Health Foundation (PHF) Strategic Communications Workshop	January-March 2023	March 31, 2023: \$12,500
		Participate in one-on-one collaboration sessions with PHF to develop community tailored communications plan.		
		Submit communications plan.		
		Participate in monthly check-in and community of practice calls.		
Invoice #7	Project Close Activities	Participate in monthly check-in and community of practice calls.	June- July 2023	July 31, 2023 Invoice Total: \$12,500
		Participate in end of project evaluation*		
		Submit final report documenting project successes, challenges, lessons learned and sustainability plan*		

*templates for deliverable completion will be provided

Modification of Agreement

This Modification of Agreement ("Modification") is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as "NACCHO"), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and the following Contractor, hereinafter referred to as "Contractor:"

Jefferson County dba Jefferson County Public Health	91-6001322
Contractor	Federal Tax ID Number

615 Sheridan Street,
Address

Port Townsend, WA 98368	(360) 378-4478
City, State and Zip	Phone

WHEREAS, the parties entered into Contract # 2022-042702 on the 1st day of August, 2022 ("Agreement") and,

WHEREAS, the general purposes of the Agreement are unchanged; and

WHEREAS, both parties wish to make modifications to the Agreement, as described below;

THEREFORE, for the mutual consideration described in the Agreement, the parties agree to the modifications below through the signatures of the person(s) who have the authority to bind the parties to the changes in the Modification:

1. Term of Agreement: Article I, Section 2 of the Agreement is modified and shall continue in effect until December 31, 2022, unless earlier terminated in accordance with the terms herein. NACCHO and Contractor agree that the term of the Agreement may be extended to complete the project to December 31, 2022. NACCHO has been approved through "Expanded Authority" to temporarily continue programmatic activities of CDC GRANT #6NU38OT000306-03-06, CFDA # 93.421, while waiting for CDC's acceptance and approval, in compliance with applicable guidance, federal rules and regulations. NACCHO reserves the right to exercise clause 6 of this Agreement, when requested by its Primary Funder. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
2. Payment of Services: the updated payment schedule is as follows:

Payment of Services: Article I: Special Provisions, Clause 3 of the Agreement is modified to amend payment by NACCHO to Contractor for services performed as follows:

Original Contract Amount : \$45,000.00
 Mod I Amount : \$30,000.00
 Invoice paid up to 8/31/2022 : \$0

Total Contract Award Amount : \$75,000.00
NEW available Contract Amount : \$75,000.00

Updated Invoice Schedule

Invoice No.	Amount	Due date	Deliverable
Invoice I (In Process)	\$15,000.00	April 30, 2022	• Participate in Health equity action lab workshop • Complete post-training feedback and evaluation • Complete Project Charter Document
Invoice II (In Process)	\$15,000.00	May 31, 2022	• Identify project objectives and identify community(ies) of focus • Identify and engage community stakeholders that will assist in implementation of community messaging • Recruit and engage community participants that will inform vaccine hesitancy resource development and strategy • Report findings and discuss solutions with stakeholders • Evaluate action planning activity • Participate in monthly check in and community of practice calls • Submit action plan outlining LHD and partner vaccine confidence goals, activities, communication strategy, required resources and timeline
Invoice III (In process)	\$15,000.00	July 31, 2022	• Submit implementation progress report • Participate in monthly check-in and community of practice calls
Invoice IV	\$15,000.00	October 31, 2022	• Develop at least one (1) LHD-specific resource or tool addressing vaccine hesitancy for COVID-19 vaccines that can be shared via NACCHO communication platforms • Contribute to joint abstract or product highlighting participating in project • Participate in monthly check-in and community of practice calls

Invoice V	\$15,000.00	December 31, 2022	• Participating in monthly check-in and community of practice calls • Participate in end of project evaluation • Submit final report documenting project success, challenges, lessons learned and sustainability plan
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3. **Scope of Work:** The Scope of Work attached hereto as Attachment I to the Modification is incorporated into the Agreement and made a part thereof.
4. All other terms and conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

By: Jerome Chester
Jerome Chester (Oct 31, 2022 16:11 EDT)

Name: Jerome Chester

Title: Chief Financial Officer

Date: Oct 31, 2022

CONTRACTOR:

JEFFERSON COUNTY, WASHINGTON

By: Heidi Eisenhour

Name: Heidi Eisenhour

Title: Chair, Board of County Commissioners

Date: 10/10/22

SEAL:

ATTEST:

Carolyn Gallaway 10/10/22
Carolyn Gallaway, Date
Clerk of the Board

Approved as to form only:

Philip C. Hunsucker October 5, 2022
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS MODIFICATION OF AGREEMENT– ATTACHMENT I SCOPE OF WORK

Contract Modification Justification: Year 2 Obligation Execution

Scope of Work

With support from NACCHO, Jefferson County Public Health seeks to:

1. Identify communities at-risk for low vaccine uptake and are hesitant to get vaccinated to better understand the local community's vaccine needs and decisions and identify areas of intervention and prioritize potential intervention strategies.
2. Collaborate and partner with other community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation.
3. Identify model and sustainable approaches to addressing vaccine hesitancy at the local jurisdiction level.

Based on receiving a no cost extension, this work is being extended to align with the original plan, the contractors agree to the extended timeline and deliverables

To achieve these goals, Jefferson County Public Health will complete the following activities throughout the project period of performance:

Scope of Work		
Activity	Lead Person/Organization	Tentative Timeline
Objective 1. Through the period of performance, participate in activities to address vaccine hesitancy at the local level, and openly share challenges, results, and outcomes of selected site's experiences.		
Complete Strategic Action Planning training to develop jurisdictional strategy related to vaccine confidence and messaging.	Jefferson County Public Health, NACCHO	Completed by April 30, 2022
Identify at least one local organization partner that will assist in outreach or communications to priority or un/under-vaccinated individuals and communities.	Jefferson County Public Health, NACCHO	Completed by April 30, 2022
Develop an action plan for partner collaboration and engage necessary partners to complete the communication strategy.	Jefferson County Public Health, NACCHO	Completed by May 31, 2022
Develop communication strategy outlining LHD and partner vaccine confidence goals, activities, required resources and timeline.	Jefferson County Public Health, NACCHO	Completed by June 30, 2022
Implement the communication strategy to reach the population of focus with vaccine confidence messaging.	Jefferson County Public Health, NACCHO	Completed by July 31, 2022
Develop and contribute at least one resource, tool, or best practice on addressing vaccine hesitancy to NACCHO's communication platforms.	Jefferson County Public Health, NACCHO	Completed by October 31, 2022
Participate in check-in calls, as needed, facilitated by NACCHO to review progress of planned activities and any major changes to the proposed work plan, and discuss technical assistance needs.	NACCHO, Jefferson County Public Health	Completed by December 31, 2022
Participate in monthly peer sharing and technical assistance calls facilitated by NACCHO to discuss emerging issues, lessons learned, and/or best practices.	NACCHO, Jefferson County Public Health	Completed by December 31, 2022
Provide feedback through participation in project assessment and evaluation activities conducted at baseline, mid-year, and project close.	NACCHO, Jefferson County Public Health	At three intervals to be completed by December 31, 2022
Submit a final report detailing the successes, challenges, and lessons learned from participation in the project.	Jefferson County Public Health	Completed by December 31, 2022
Provide feedback on national policies and recommendations.	Jefferson County Public Health	As opportunities arise

Invoice Schedule

Invoice Number	Primary Task /Deliverable	Subtasks	Estimated Timeline	Payment Schedule
Invoice #1	Training & Project Charter	Participate in Health equity action lab workshop	April 2022	April 30, 2022 Invoice Total: \$15,000
		Complete post-training feedback and evaluation*		
		Complete Project Charter Document*		
Invoice #2	Development of action plan for partner and community engagement	Identify project objectives and identify community(ies) of focus*	April-May 2022	May 31, 2022 Invoice Total: \$15,000
		Identify and engage community stakeholders that will assist in implementation of community messaging*		
		Recruit and engage community participants that will inform vaccine hesitancy resource development and strategy *		
		Report findings and discuss solutions with stakeholders*		
		Evaluate action planning activity*		

		Participate in monthly check-in and community of practice calls Submit action plan outlining LHD and partner vaccine confidence goals, activities, communication strategy, required resources and timeline*		
Invoice #3	Implementation of Communication strategy	Submit implementation progress report*	June-July 2022	July 31, 2022 Invoice Total: \$15,000
		Participate in monthly check-in and community of practice calls		
Invoice #4	Vaccine Confidence Resources	Develop at least one (1) LHD-specific resource or tool addressing vaccine hesitancy for COVID-19 vaccines that can be shared via NACCHO communication platforms	August-October 2022	October 31, 2022, Invoice Total: \$15,000
		Contribute to joint abstract or product highlighting participation in project		
		Participate in monthly check-in and community of practice calls		
Invoice #5	Project Close Activities	Participate in monthly check-in and community of practice calls	November-December 2022	December 31, 2022 Invoice Total: \$15,000
		Participate in end of project evaluation*		
		Submit final report documenting project successes, challenges, lessons learned and sustainability plan*		

*templates for deliverable completion will be provided

CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as “NACCHO”), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and **Jefferson County DBA Jefferson County Public Health** (hereinafter referred to as “Contractor”), with its principal place of business at 615 Sheridan Street, Port Townsend, WA 98368.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of CDC GRANT # 6NU38OT000306-03-06, CFDA # 93.421, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.
2. TERM OF AGREEMENT: The term of the Agreement shall begin on March 1, 2022, and shall continue in effect until July 31, 2022, unless earlier terminated in accordance with the terms herein. NACCHO has been approved through “Expanded Authority” to temporarily continue programmatic activities of CDC GRANT #6NU38OT000306-03-06, while waiting for CDC’s acceptance and approval, in compliance with applicable guidance, federal rules and regulations. NACCHO reserves the right to exercise clause 6 of this Agreement, when requested by its Primary Funder. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.
3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$45,000.00. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. Three invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I	\$15,000.00	• Participate in Health equity action lab workshop • Complete post-training feedback and evaluation • Complete Project Charter Document	April 30, 2022

Invoice II	\$15,000.00	• Identify project objectives and identify community(ies) of focus • Identify and engage community stakeholders that will assist in implementation of community messaging • Recruit and engage community participants that will inform vaccine hesitancy resource development and strategy • Report findings and discuss solutions with stakeholders • Evaluate action planning activity • Participate in monthly check in and community of practice calls • Submit action plan outlining LHD and partner vaccine confidence goals, activities, communication strategy, required resources and timeline	May 31, 2022
Invoice III	\$15,000.00	• Submit implementation progress report • Participate in monthly check-in and community of practice calls	July 31, 2022

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for the giving of notices as set forth in Section 25 of this Agreement. Any changes of payment method would require a modification signed by both parties. The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.

ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs,

or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.
6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection

and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.

9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.
12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.
13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).
14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.
15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor

will not charge NACCHO for the time it takes to rectify the situation.

16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.
17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Organization certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.
19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies to NACCHO that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
20. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.
21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F, Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).
22. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated

against as reprisal for “whistleblowing.”

23. CORONAVIRUS DISEASE 2019 (COVID-19) Funds: The contractor acknowledged that the project is funded under the Coronavirus Preparedness and Response Supplemental Appropriation Act, 2020 (P.L. 116-123); the Coronavirus Aid, Relief and Economic Security Act, 2020 (the “CARES Act”) (P.L. 116-136); the Paycheck Protection Program and Health Care Enhancement Act (P.L. 116-139) and/or the Consolidated Appropriation Act, 2021 (P.L. 116-260), Division M – Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (P.L. 116-260) and hereby agrees, as to applicable to the award, to 1) comply with existing and/or future directives and guidance from the Secretary regarding control of the spread of COVID-19; 2) in consultation and coordination with HHS, provide, commensurate with the condition of the individual, COVID-19 patient care regardless of the individual’s home jurisdiction and/or appropriate public health measure and 3) assist the United States Government in implementation and enforcement of federal orders related to quarantine and isolation. The Contractor will comply, to the extent applicable, with Section 18115 of the CARES Act, with respect to the reporting to the HHS Secretary of results tests intended to detect SARS-CoV-2 or to diagnose a possible case of COVID-19. Such reporting shall be in accordance with guidance and direction from HHS and/or CDC.

Furthermore, consistent with 45 C.F.R. 75.322, the Contractor agrees to provide to CDC copies and/or access to COVID-19 data collected including but not limited to data related to COVID-19 testing. CDC will specify in further guidance and directives what is encompassed by this requirement.

24. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.
25. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

National Association of County and City
Health Officials
Attn: Robin Mowson/Tori Decea
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005
Tel. (202) 783-5528/471 1205

With a copy to:

National Association of County and City
Health Officials
Attn: Ade Hutapea, LL.M., CFCM, CCCM
Director, Contracts
1201 (I) Eye Street NW 4th Fl.,
Washington, DC 20005

Fax (202) 783-1583
Email: [rmowson@naccho.org/
vdecea@naccho.org](mailto:rmowson@naccho.org/vdecea@naccho.org)

Tel. (202) 507-4272
Fax (202) 783-1583
Email: ahutapea@naccho.org

FOR CONTRACTOR:

Jefferson County DBA Jefferson County
Public Health
Attn: Bonnie Obremski
Web & Digital Communications Specialist
615 Sheridan Street
Port Townsend, WA 98368
Tel. (360) 378-4478
Fax (360) 385-9401
Email: bobremski@co.jefferson.wa.us

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

NACCHO:

CONTRACTOR:

By : Jerome Chester
Jerome Chester (Aug 1, 2022 11:13 EDT)
Name : Jerome Chester
Title : Chief Financial Officer
Date : Aug 1, 2022

By : Heidi Eisenhour
Heidi Eisenhour
Name : Heidi Eisenhour
Chair, Board of County Commissioners
Title : Jefferson County
Date : 6/6/22

Federal Tax ID No.: 91-6001322
DUNS No.: 184826790
SAM UE ID: FNKKANAVBP15

JEFFERSON COUNTY
Approved as to form only:

P.C. Hunsucker

May 18, 2022

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

CONTRACTOR AGREEMENT – ATTACHMENT I

SCOPE OF WORKScope of Work

With support from NACCHO, Jefferson County Public Health seeks to:

1. Identify communities at-risk for low vaccine uptake and are hesitant to get vaccinated to better understand the local community's vaccine needs and decisions and identify areas of intervention and prioritize potential intervention strategies.
2. Collaborate and partner with other community organizations and stakeholders to improve education and outreach to identified communities impacted by vaccine hesitancy and misinformation.
3. Identify model and sustainable approaches to addressing vaccine hesitancy at the local jurisdiction level.

To achieve these goals, Jefferson County Public Health will complete the following activities throughout the project period of performance:

Scope of Work		
Activity	Lead Person/Organization	Tentative Timeline
Objective 1. Through the period of performance, participate in activities to address vaccine hesitancy at the local level, and openly share challenges, results, and outcomes of selected site's experiences.		
Complete Strategic Action Planning training to develop jurisdictional strategy related to vaccine confidence and messaging.	Jefferson County Public Health, NACCHO	Completed by April 30, 2022
Identify at least one local organization partner that will assist in outreach or communications to priority or un/under-vaccinated individuals and communities.	Jefferson County Public Health, NACCHO	Completed by April 30, 2022
Develop an action plan for partner collaboration and engage necessary partners to complete the communication strategy.	Jefferson County Public Health, NACCHO	Completed by May 31, 2022
Develop communication strategy outlining LHD and partner vaccine confidence goals, activities, required resources and timeline.	Jefferson County Public Health, NACCHO	Completed by June 30, 2022
Implement the communication strategy to reach the population of focus with vaccine confidence messaging.	Jefferson County Public Health, NACCHO	Completed by July 31, 2022
Develop and contribute at least one resource, tool, or best practice on addressing vaccine hesitancy to NACCHO's communication platforms.	Jefferson County Public Health, NACCHO	Completed by October 31, 2022
Participate in check-in calls, as needed, facilitated by NACCHO to review progress of planned activities and any major changes to the proposed work plan, and discuss technical assistance needs.	NACCHO, Jefferson County Public Health	Completed by December 31, 2022
Participate in monthly peer sharing and technical assistance calls facilitated by NACCHO to discuss emerging issues, lessons learned, and/or best practices.	NACCHO, Jefferson County Public Health	Completed by December 31, 2022
Provide feedback through participation in project assessment and evaluation activities conducted at baseline, mid-year, and project close.	NACCHO, Jefferson County Public Health	At three intervals to be completed by December 31, 2022
Submit a final report detailing the successes, challenges, and lessons learned from participation in the project.	Jefferson County Public Health	Completed by December 31, 2022
Provide feedback on national policies and recommendations.	Jefferson County Public Health	As opportunities arise

Invoice Schedule

Invoice Number	Primary Task /Deliverable	Subtasks	Estimated Timeline	Payment Schedule
Invoice #1	Training & Project Charter	Participate in Health equity action lab workshop	April 2022	April 30, 2022 Invoice Total: \$15,000
		Complete post-training feedback and evaluation*		
		Complete Project Charter Document*		
Invoice #2	Development of action plan for partner and community engagement	Identify project objectives and identify community(ies) of focus*	April-May 2022	May 31, 2022 Invoice Total: \$15,000
		Identify and engage community stakeholders that will assist in implementation of community messaging*		
		Recruit and engage community participants that will inform vaccine hesitancy resource development and strategy *		
		Report findings and discuss solutions with stakeholders*		
		Evaluate action planning activity*		
		Participate in monthly check-in and community of practice calls		
		Submit action plan outlining LHD and partner vaccine confidence goals, activities, communication strategy, required resources and timeline*		
Invoice # 3	Implementation of Communication strategy	Submit implementation progress report*	June-July 2022	July 31, 2022 Invoice Total: \$15,000
		Participate in monthly check-in and community of practice calls		

*templates for deliverable completion will be provided