

92 RB

Be



STATE OF NEW HAMPSHIRE

JUN 05 '13 PM 1:39 DAS

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-6896 1-800-852-3345 Ext. 6896
Fax: 603-271-8705 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

May 14, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

100% Federal

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Public Health Systems, Policy and Performance, Performance Improvement Section to amend an agreement with North Carolina Public Health Foundation Purchase Order #1023479 (Vendor #226106 B001), 5605 Six Forks Road, MSC 1931, Raleigh, NC 27699, by increasing the Price Limitation by \$21,221.00 from \$70,000.00 to \$91,221.00 to provide an additional quality improvement training workshop to Division employees, effective July 1, 2013 or the date of Governor and Council approval, whichever is later, through September 29, 2013. This agreement was originally approved by Governor and Council on June 20, 2012 item #118.

Funds are anticipated to be available in the following account for SFY 2014, upon the availability and continued appropriation of funds in the future operating budgets with authority to adjust amounts within the price limitation and amend the related terms of the contract without further approval from Governor and Executive Council.

05-95-90-901010-5997 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, STRENGTHENING PH INFRASTRUCTUR

Fiscal Year	Class/Object	Class Title	Job Number	Current Modified Budget	Increased (Decreased) Amount	Revised Modified Budget
SFY 2012	102-500731	Contracts for Prog Svc	90001001	9,874.94	0.00	9,874.94
SFY 2013	102-500731	Contracts for Prog Svc	90001001	50,258.39	0.00	50,258.39
SFY 2014	102-500731	Contracts for Prog Svc	90001001	9,866.67	21,221.00	31,087.67
			Total	\$70,000.00	\$21,221.00	\$91,221.00

EXPLANATION

Funds in this agreement will be used to conduct an additional 2-day quality improvement training workshop for the Division of Public Health Services staff (at least 25 persons). This workshop will allow the

Division to integrate the various quality improvement initiatives it has been working on over the past year. The contractor has provided leadership webinars to Division leaders on quality improvement; assisted with the development of a Quality Improvement Plan; and provided technical assistance in how the Division can incorporate quality improvement throughout its management and supervision of all staff via processes such as performance evaluations and work plans. In addition, this workshop will provide participants in the Division's quality improvement training program opportunities to learn how to use advanced quality improvement tools to improve the effectiveness and efficiency of their daily work, and showcase their knowledge gained as a result of the training program. This workshop will take place before September 29, 2013.

Should Governor and Executive Council not authorize this Request, training participants will not learn how to use the additional quality improvement tools during this training program.

North Carolina Public Health Foundation was selected for this project through a competitive bid process. The Request for Proposals was posted on the Department of Health and Human Services web site from January 13, 2012 through February 13, 2012. In addition, a bidders' conference was held to alert agencies to this bid. Six vendors responded to the Request for Proposals and submitted proposals, which were reviewed by four Department of Health and Human Services and two non-Department of Health and Human Services reviewers. All reviewers have between two and 25 years of experience managing agreements with vendors for various public health programs. Areas of specific expertise include: performance improvement, program management and program evaluation. Proposals were scored by taking an average of all reviewers' scores. Due to a very close score between the two top scoring vendors, additional information and references were requested of those vendors and the proposals were reviewed and rescored by a team of four reviewers who were part of the original team. This process is consistent with the Request for Proposal review policy and process and noted in the Request for Proposals. Of the two bidders, North Carolina Public Health Foundation scored the highest, and was therefore selected as the successful bidder. The Bid Summary is attached.

These services were contracted previously with this agency for SFY 2014 in the amount of \$9,866.67. This represents an increase of \$21,221.00. The increase is due to the additional workshop.

Performance measures set in this contract to date have been successfully achieved by the vendor. The following performance measures will be used to measure the effectiveness of the amended agreement.

- Increased ability of training participants to identify opportunities for improvements within their programs and the Division.
- Increased knowledge and ability of participants to use quality improvement methods and tools in their daily work activities in order to improve the efficiency and effectiveness of services provided.

Area served: Statewide.

Source of Funds: 100% federal from Centers for Disease Control and Prevention.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 14, 2013
Page 3

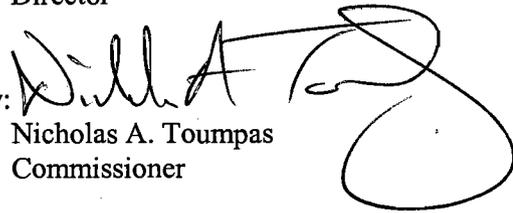
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

Program Name Bureau of Public Health Systems, Policy and Performance; Public Health Improvement Section/NPHH
 Contract Purpose QI Training of DPHS staff
 RFP Score Summary

RFA/RFP CRITERIA	Max Pts	Community Health Institute/The Dartmouth Institute, Bow, NH	North Carolina Public Health Foundation, Raleigh, NC
Agy Capacity	30	24.5	27.8
Program Structure	50	40.5	46.3
Budget & Justification	15	13.5	13.3
Format	5	4.8	5.0
Vendor Info	10	9.3	13.0
References	15	7.8	9.5
Total	125	100.3	114.8

BUDGET REQUEST			
Year 01		12,000.00	16,701.00
Year 02		48,000.00	43,982.00
Year 03		10,000.00	9,317.00
TOTAL BUDGET REQUEST		70,000.00	70,000.00
BUDGET AWARDED			
Year 01		-	16,701.00
Year 02		-	43,982.00
Year 03		-	9,317.00
TOTAL BUDGET AWARDED			70,000.00

RFP Reviewers	Name	Job Title	Dept/Agency	Qualifications
1	Jessie Baker	Performance Improvement Manager	VT Dept. of Health	External reviewer; Performance improvement expert
2	Laura Holmes	Performance Improvement Manager	NH DPHS	Chief, Public Health Improvement Section; Performance improvement expert
3	Michelle Rioco	Program Manager, Family Planning Program	NH DPHS	Program manager, program management and evaluation expert
4	Kirsten Durzy	Disease Prevention, Investigation & Care Services	NH DPHS	Data and evaluation expert

Initial Review

Program Name		Public Health Improvement Action Planning Section									
Contract Purpose		DPHS Quality Improvement Training									
RFP Score Summary											
		Business Effectiveness Consulting Services, Nashua, NH		The Consultation Center, New Haven, CT		North Carolina Public Health Foundation, Raleigh, NC		Integris Performance Advisors, Marlton, NJ		Nemon Consulting, LLC, Londonderry, NH	
RFA/RFP CRITERIA	Max Pts	CHI, Bow, NH									
Agy Capacity	30	26.00	16.67	20.33	24.67	23.00	18.00				
Program Structure	50	43.33	25.33	31.67	44.33	41.00	34.33				
Budget & Justification	15	12.67	8.00	12.00	12.33	11.33	12.00				
Format	5	5.00	4.00	4.67	4.33	3.33	4.00				
Total	100	87.00	54.00	68.67	85.67	78.67	68.33				
BUDGET REQUEST											
Budget period 1		12,000.00	6,500.00	9,423.00	16,701.00	20,040.00	21,400.00				
Budget period 2		48,000.00	44,110.00	49,149.00	43,982.00	49,760.00	37,350.00				
Budget period 3		10,000.00	19,390.00	11,428.00	9,317.00		11,250.00				
TOTAL BUDGET REQUEST		70,000.00	70,000.00	70,000.00	70,000.00	69,800.00	70,000.00				
BUDGET AWARDED											
Budget period 1											
Budget period 2											
Budget period 3											
TOTAL BUDGET AWARDED											
RFP Reviewers		Name	Job Title	Dept/Agency	Qualifications						
1	Jessie Baker	Performance Improvement Manager	VT Dept. of Health	External reviewer, Performance improvement expert							
2	Laura Holmes	Performance Improvement Manager	NH DPHS	Chief, Public Health Improvement Section, Performance improvement expert							
3	Michelle Ricco	Program Manager, Family Planning Program	NH DPHS	Program manager, program management and evaluation expert							
4	Kirsten Durzy	Data and Evaluation Specialist, Infectious Disease Prevention, Investigation & Care Services	NH DPHS	Data and evaluation expert							
5	Joan Ascheim	Chief, Bureau of Public Health Systems, Policy and Performance	NH DPHS	Chief, Bureau of Public Health Systems, Policy and Performance, performance improvement expert							
6	Mike Loomis	Wellness Program Specialist	NH DHHS, DAS	External reviewer, Program management and evaluation expert							

AMENDMENT ONE

This agreement (hereinafter called the "Amendment One") dated this 16 day of May, 2013 is by and between the State of New Hampshire acting by and through its Division of Public Health Services of the Department of Health and Human Services, (hereinafter referred to as the "Division") and the North Carolina Public Health Foundation, Purchase Order Number 1023479, a non-profit organization organized under the laws of the State of North Carolina, with a place of business at 5605 Six Forks Road, MSC 1931, Raleigh, NC 27699 (hereinafter referred to as the "Contractor").

WHEREAS, pursuant to an agreement (hereinafter called the "Agreement") dated June 20, 2012, Item #118, the Contractor agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein;

WHEREAS, pursuant to the provision of Section 18 of the Agreement, the Agreement may be modified or amended only by a written instrument executed by the parties thereto and only after approval of such modification or amendment by the Governor and Executive Council;

WHEREAS, the Contractor and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

Amend Section 1.8 of the General Provisions by increasing the Price Limitation by \$21,221.00 from \$70,000.00 to \$91,221.00.

Exhibit A – Scope of Services

The prior Scope of Services identified in Exhibit A and any subsequent amendments remain(s) in effect unless expressly revoked by this agreement, and Exhibit A-1 is in addition to the original Exhibit A and both remain in effect. The Scope of Services identified in Exhibit A of the Agreement is hereby amended to add the services identified in Exhibit A-1 attached hereto.

Exhibit B – Contract Price

Exhibit B of the Agreement, including any amendments thereto, is hereby amended as follows:

The contract price shall increase by \$21,221.00 for SFY 2014. The contract shall total \$91,221.00 for the contract term.

Funding in the amount of \$21,221.00 is available from 05-95-90-901010-5997-102-0731, 100% Federal Funds, from the Centers for Disease Control and Prevention, CFDA #93.507.

2. **Effective Date of Amendment:**

This Amendment shall take effect on July 1, 2013 or the date of Governor and Council approval, whichever is later.

3. **Continuance of Agreement:**

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement and the obligations of the parties hereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

STATE OF NEW HAMPSHIRE
Division of Public Health Services

By:  6-5-13
Lisa L. Bujno, APRN Date
Bureau Chief

By:  5/16/2013
Elizabeth MacLachlan, Executive Director Date

North Carolina Public Health Foundation
Legal Name of Agency

STATE OF NORTH CAROLINA
COUNTY OF Wake

On this the 16th day of May 2013 before me, Rebecca L. Byrd
(name of notary)
the undersigned officer, Elizabeth MacLachlan
(contract signatory) personally appeared who acknowledged him/herself
to be the Executive Director of the North Carolina Public Health Foundation
(signatory's title) (legal name of agency)
a corporation, and that he/she, as such Executive Director, being authorized so to do,
(signatory's title)
executed the foregoing instrument for the purposes therein contained, by signing the name of the
corporation by him/herself as Executive Director of the North Carolina Public Health Foundation.
(signatory's title) (legal name of agency)
In witness whereof I hereunto set my hand and official seal.

Rebecca L. Byrd
Notary Public/Justice of the Peace
Rebecca L. Byrd

My Commission expires: April 14, 2018

Approved as to form, execution and substance:



OFFICE OF THE ATTORNEY GENERAL

By: Juan C Herrick
Veanne P. Herrick
Assistant Attorney General

Date: 27 May 2013

I hereby certify that the foregoing contract was approved by the Governor and Council of the State of
New Hampshire at the Meeting on: _____

OFFICE OF THE SECRETARY OF STATE

By: _____
Title: _____

NH Department of Health and Human Services

**Exhibit A-1
Scope of Services**

Quality Improvement Training

CONTRACT PERIOD: July 1, 2013 or date of G&C approval, whichever is later, through September 29, 2013.

CONTRACTOR NAME: North Carolina Public Health Foundation

ADDRESS: 5605 Six Forks Road, MSC 1931
Raleigh, NC 27699

Associate Director: Amanda Cornett
TELEPHONE: 919-707-5013

The prior Scope of Services identified in Exhibit A and any subsequent amendments remain(s) in effect unless expressly revoked by this agreement. This Exhibit A-1 is in addition to the original Exhibit A and both remain in effect. The Scope of Services identified in Exhibit A of the Agreement is hereby amended to add the following services.

The Contractor shall:

Conduct a two-day quality improvement team training workshop, in addition to the two workshops included in the original agreement, in advanced quality improvement tools to approximately 25 to 30 DPHS employees and provide participants with methods to showcase their knowledge gained as a result of the training program.

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that The North Carolina Public Health Foundation, a(n) North Carolina nonprofit corporation, registered to do business in New Hampshire on May 7, 2012. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 8th day of April, A.D. 2013

A handwritten signature in cursive script, appearing to read "William Gardner".

William M. Gardner
Secretary of State

The North Carolina Public Health *Foundation*

CERTIFICATE OF VOTE/AUTHORITY

I, Ilona Page of the North Carolina Public Health Foundation, do hereby certify that:

1. I am the duly elected Treasurer of the North Carolina Public Health Foundation;
2. The following are true copies of two resolutions duly adopted by the Board of Directors of the North Carolina Public Health Foundation, on March 28, 2012;

RESOLVED: That this corporation may enter into any and all contracts, amendments, renewals, revisions or modifications thereto, with the State of New Hampshire, acting through its Department of Health and Human Services.

RESOLVED: That the Executive Director is hereby authorized on behalf of this corporation to enter into said contracts with the State of New Hampshire, and to execute any and all documents, agreements, and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. Elizabeth MacLachlan is the duly elected Executive Director of the corporation.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 16, 2013.

IN WITNESS WHEREOF, I have hereunto set my hand as the Treasurer of the corporation this 16th day of May, 2013.

Ilona Page

Ilona Page, Treasurer

STATE OF NORTH CAROLINA
COUNTY OF WAKE

The foregoing instrument was acknowledged before me this 16th day of May, 2013 by Ilona Page.



Rebecca L. Byrd
Notary Public/Justice of the Peace

My Commission Expires:

April 14, 2018



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SB

DATE (MM/DD/YYYY)

03/28/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Assn Services, a Division of Affinity Ins. Services, Inc 1120 20th St NW Washington, DC 20036 Sharon Palmer Fine	Phone: 800-432-7465 Fax: 202-857-0143	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: NCPHF01	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED N.C Public Health Foundation P. O. Box 18763 Raleigh, NC 27619	INSURER A: Great American Insurance Co. INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		GLP6364878	08/16/2012	08/16/2013	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
		MED EXP (Any one person) \$ 10,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
		GENERAL AGGREGATE \$ 2,000,000				
		PRODUCTS - COMP/OP AGG \$ 2,000,000				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Proof of Liability for the Public Health Quality Improvement Training Classes

CERTIFICATE HOLDER**CANCELLATION**

STATENH

State of New Hampshire
 Department of Health & Human
 Services - Division of PHS
 29 Hazen Drive
 Concord, NH 03301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 Sharon Palmer Fine

Sharon P. Fine

© 1988-2009 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/16/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

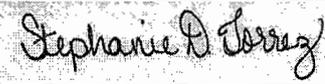
PRODUCER DARE Insurance Agency 3122-100 Fincher Farm Road #547 Matthews, NC 28105 Phone (704) 821-2801 Fax (704) 821-0479	CONTACT NAME: Stephanie Torrez	
	PHONE (A/C, No, Ext): (704) 821-2801 FAX (A/C, No): (704) 821-0479 E-MAIL ADDRESS: storrez@dare-insurance.com	
INSURED North Carolina Public Health Foundation P O Box 18763 Raleigh, NC 27619	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hartford Fire Insurance Company	19682
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	22WBCLB8159	10/01/2012	10/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000.00 E.L. DISEASE - EA EMPLOYE \$ 100,000.00 E.L. DISEASE - POLICY LIMIT \$ 500,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER NH Dept of Health & Human Services 129 Pleasant Rd Concord, NH 03301	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

FURR & NEWELL, LLP
CERTIFIED PUBLIC ACCOUNTANTS
RALEIGH, NORTH CAROLINA

INDEPENDENT AUDITOR'S REPORT

The Board of Directors
North Carolina Public Health Foundation
Raleigh, North Carolina

We have audited the accompanying statements of financial position of the North Carolina Public Health Foundation (a nonprofit organization) as of September 30, 2012 and 2011, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years then ended. These financial statements are the responsibility of the management of the North Carolina Public Health Foundation. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the North Carolina Public Health Foundation as of September 30, 2012 and 2011, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

April 24, 2013

Furr & Newell, LLP

NORTH CAROLINA PUBLIC HEALTH FOUNDATION
STATEMENTS OF FINANCIAL POSITION
SEPTEMBER 30

	<u>2012</u>	<u>2011</u>
Assets		
Current assets		
Cash	\$ 1,724,236	\$ 1,045,642
Grants and contracts receivable	862,711	1,290,647
Sales tax refund receivable	5,791	7,654
Deposits	655	1,060
Prepaid insurance	3,489	1,834
Total current assets	<u>2,596,882</u>	<u>2,346,837</u>
Fixed assets		
Furniture and equipment	1,728	-
Accumulated depreciation	(576)	-
Total fixed assets	<u>1,152</u>	<u>-</u>
Grants and contracts receivable due after one year	<u>153,629</u>	<u>829,433</u>
Total assets	<u>\$ 2,751,663</u>	<u>\$ 3,176,270</u>
Liabilities and net assets		
Current liabilities		
Accounts payable	\$ 67,193	\$ 68,658
Salaries and payroll taxes payable	40,934	30,424
Accrued vacation payable	22,352	24,063
Amounts held for others	28,508	-
Deferred revenue	145,607	71,001
Total current liabilities	<u>304,594</u>	<u>194,146</u>
Net assets		
Unrestricted net assets	200,501	123,162
Temporarily restricted net assets	2,246,568	2,858,962
Total net assets	<u>2,447,069</u>	<u>2,982,124</u>
Total liabilities and net assets	<u>\$ 2,751,663</u>	<u>\$ 3,176,270</u>

See accompanying notes and accountant's report.

NORTH CAROLINA PUBLIC HEALTH FOUNDATION
 STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
 YEARS ENDED SEPTEMBER 30

	2012		
	Unrestricted	Temporarily Restricted	Total
Revenues			
Grants	\$ 19,879	\$ 699,188	\$ 719,067
Contracts	524,424	-	524,424
Individual and business contributions	17,417	7,903	25,320
In-kind contributions	5,000	-	5,000
Honorariums	3,988	-	3,988
Program income	70,525	-	70,525
Sales tax refunds	-	-	-
Miscellaneous	35	-	35
Investment income	518	-	518
Total revenues	<u>641,786</u>	<u>707,091</u>	<u>1,348,877</u>
Net assets released from restrictions	<u>1,319,485</u>	<u>(1,319,485)</u>	<u>-</u>
Total revenues after releases from restrictions	<u>1,961,271</u>	<u>(612,394)</u>	<u>1,348,877</u>
Expenses			
Program services	1,687,158	-	1,687,158
Administration services	196,774	-	196,774
Total expenses	<u>1,883,932</u>	<u>-</u>	<u>1,883,932</u>
Increase (decrease) in net assets	77,339	(612,394)	(535,055)
Net assets - beginning of year	<u>123,162</u>	<u>2,858,962</u>	<u>2,982,124</u>
Net assets - end of year	<u>\$ 200,501</u>	<u>\$ 2,246,568</u>	<u>\$ 2,447,069</u>

See accompanying notes and accountant's report.

2011		
Unrestricted	Temporarily Restricted	Total
\$ (163,740)	\$ 563,040	\$ 399,300
626,282	-	626,282
8,886	21,859	30,745
20,000	-	20,000
862	4,380	5,242
21,593	-	21,593
23,390	-	23,390
7,500	-	7,500
4,800	-	4,800
<u>549,573</u>	<u>589,279</u>	<u>1,138,852</u>
<u>1,231,633</u>	<u>(1,231,633)</u>	<u>-</u>
<u>1,781,206</u>	<u>(642,354)</u>	<u>1,138,852</u>
1,617,925	-	1,617,925
184,046	-	184,046
<u>1,801,971</u>	<u>-</u>	<u>1,801,971</u>
(20,765)	(642,354)	(663,119)
<u>143,927</u>	<u>3,501,316</u>	<u>3,645,243</u>
<u>\$ 123,162</u>	<u>\$ 2,858,962</u>	<u>\$ 2,982,124</u>

NORTH CAROLINA PUBLIC HEALTH FOUNDATION
 STATEMENTS OF FUNCTIONAL EXPENSES
 YEARS ENDED SEPTEMBER 30

	2012		
	Program	Administration	Total
Sub grants	\$ 165,003	\$ -	\$ 165,003
Payroll and benefits	730,328	162,538	892,866
In-kind space and services	4,000	1,000	5,000
Travel and meetings	182,817	2,056	184,873
Operations	99,796	14,003	113,799
Contract services	501,371	14,000	515,371
Facilities and supplies	-	-	-
Insurance	3,064	2,396	5,460
DPH employee appreciation	779	205	984
Depreciation	-	576	576
Total	\$ 1,687,158	\$ 196,774	\$ 1,883,932

See accompanying notes and accountant's report.

2011		
<u>Program</u>	<u>Administration</u>	<u>Total</u>
\$ 206,378	\$ -	\$ 206,378
646,769	144,601	791,370
16,000	4,000	20,000
171,820	3,114	174,934
84,117	17,236	101,353
492,012	12,250	504,262
-	941	941
-	1,713	1,713
829	191	1,020
-	-	-
<u>\$ 1,617,925</u>	<u>\$ 184,046</u>	<u>\$ 1,801,971</u>

NORTH CAROLINA PUBLIC HEALTH FOUNDATION
STATEMENTS OF CASH FLOWS
YEARS ENDED SEPTEMBER 30

	2012	2011
Cash flows from operating activities		
Change in net assets	\$ (535,055)	\$ (663,119)
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation	576	-
Loss on disposal of equipment	-	941
Changes in:		
Grants and contracts receivable	1,103,740	705,425
Prepaid insurance	(1,655)	269
Sales tax refunds receivable	1,863	(7,654)
Deposits	405	(1,060)
Accounts payable	(1,465)	37,258
Salaries and payroll taxes payable	10,510	14,603
Accrued vacation payable	(1,711)	17,913
Amounts held for others	28,508	-
Deferred revenue	74,606	(72,772)
Net cash provided by operating activities	680,322	31,804
Cash flows from investing activities		
Purchase of equipment	(1,728)	-
Increase in cash	678,594	31,804
Cash - beginning of year	1,045,642	1,013,838
Cash - end of year	\$ 1,724,236	\$ 1,045,642

See accompanying notes and accountant's report.

The North Carolina Public Health *Foundation*

Mission: To develop resources and otherwise support efforts to achieve the goals and objectives of public health in North Carolina.

Vision: Fully developed and adequate resources for all public health needs.

Purpose:

- Secure and distribute resources in support of core public health functions and essential services;
 - Support innovative and creative solutions to public health problems and challenges; and
 - Advance the mission of Public Health through a non-governmental structure.
-

The North Carolina Public Health *Foundation*

Members of the Board of Directors
Updated May 2013

Sheila Cromer, Board Chair

Jim Taggart, Co-Chair

Ilona Page, Treasurer

Kellan Moore, MPH, Secretary

Harriett Smalls

Dr. Leah Devlin

Dr. Dorothy Cilenti

Dr. Rebecca Reeve

Corey Davis

Dr. Ruth Little

Karin Langbehn-Pecaut, CPA

KEY ADMINISTRATIVE PERSONNEL

NH Department of Health and Human Services
Division of Public Health Services

Agency Name:

North Carolina Public Health Foundation

**Bureau of Public Health Systems, Policy and
Performance, Strengthening Public Health
Infrastructure**

Name of Bureau/Section:

BUDGET PERIOD:		SFY 2014	7/01/13 - 9/29/13 (3 months)	
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract	
Andrea Cordova Davis, Program Coordinator	\$43,255	35.00%	\$3,784.83	
Amanda Cornett, Program Director	\$69,000	24.86%	\$4,288.35	
Greg Randolph, QI Expert	\$178,000	6.50%	\$2,892.50	
			\$0.00	
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$10,965.68	
BUDGET PERIOD:				
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$0.00	
BUDGET PERIOD:				
Name & Title Key Administrative Personnel	Annual Salary Of Key Administrative Personnel	Percentage of Salary Paid By Contract	Total Salary Amount Paid By Contract	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL SALARIES (Not to exceed Total/Salary Wages, Line Item 1 of Budget request)			\$0.00	

Key Administrative Personnel are top-level agency leadership (President, Executive Director, CEO, CFO, etc), and individuals directly involved in operating and managing the program (project director, program manager, etc.). These personnel MUST be listed, even if no salary is paid from the contract. Provide their name, title, annual salary and percentage of annual salary paid from agreement.

Andrea C. Davis

[REDACTED]
[REDACTED]
[REDACTED]
andrea.davis@phquality.org

EDUCATION

North Carolina State University, Raleigh, NC
Bachelor of Arts in Communication with a Public Relations Concentration, May 2009
Minor: Business Administration

WORK EXPERIENCE

Program Coordinator/Communications Manager

Center for Public Health Quality, Raleigh, NC (September 2009-Present)

- Schedule logistics of meetings and training sessions
- Monitor and coordinate local and state health department participation in training sessions
- Manage and update the Center's Web site
- Develop educational and communication pieces for monthly newsletter, web site and other communication projects

Administrative Assistant

Marketing Department-Duke Raleigh Hospital, Raleigh, NC (May 2009-August 2009)

- Coordinated Duke Raleigh's Speakers Bureau
- Created spreadsheets to manage results and feedback from Duke Raleigh's Speakers Bureau
- Maintained and updated hospital's Web site
- Upheld similar duties as completed during marketing internship with a greater degree of responsibility and independence

Public Relations/Marketing Intern

Marketing Department-Duke Raleigh Hospital, Raleigh, NC (January 2009-May 2009)

- Designed flyers, posters and invitations for hospital events
- Conducted interviews and wrote stories for monthly newsletter
- Helped with logistics of planning hospital and promotional events
- Compiled and analyzed data from Healthy Focus Seminars

Administrative Assistant

Wilson & Ratledge, PLLC Raleigh, NC (May 2008-August 2008)

- Greeted clients, filed legal documents and maintained an organized office environment
- Transported client files to and from Court House and Court of Appeals office with utmost confidentiality.

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Publisher and Adobe Illustrator.
- Strengths in organization, time management and communication skills
- Enjoys working on teams

PUBLICATIONS

Cornett A, Thomas M, Davis MV, Mahanna E, **Cordova A**, Herring MC, Lea CS, Harrison LM, Randolph GD. Early evaluation results from a statewide quality improvement training program for local public health departments in North Carolina. *J Public Health Manag Pract.* 2012 Jan-Feb; 18(1):43-51.

AMANDA C. CORNETT

amanda.cornett@phquality.org

EDUCATION

UNIVERSITY OF NORTH CAROLINA-CHAPEL HILL, MPH, May 2009

Honors/Awards: • Lettie Pate Whitehead Foundation Scholarship

WESTERN CAROLINA UNIVERSITY, B.S., Biology (pre-professional studies), History minor, May 2002

Honors/Awards: • Graduated *magna cum laude* • Biology Department Scholarship (2000, 2001)
• Phi Kappa Phi • Rice Family Scholarship
• Alpha Lambda Delta • Carolina Community Bank Scholarship

EXPERIENCE

ASSOCIATE DIRECTOR, Center for Public Health Quality, May 2009 – present

- Ensure operational success of the Center by establishing strategic goals and objectives, implementing a performance dashboard, and overseeing the financial sustainability of the Center including monitoring an annual budget of \$800K, developing and implementing a business plan, and securing grant funding
- Collaborate with and build state, local, and national partnerships to achieve the overall mission of the Center
- Recruit, hire, and coach staff to ensure delivery of quality services and products
- Design and lead comprehensive performance management and quality improvement programs to increase the capacity of the local, state, and national public health workforce to continuously improve the efficiency of programs and services
- Provide faculty instruction to local, state, and national public health professionals in applying performance management and quality improvement tools and methods
- Facilitate cross-functional teams in the design and implementation of quality improvement trainings and initiatives to increase capacity of the public health workforce to continuously improve programs and services
- Develop presentations and written materials to create awareness and increase knowledge about the importance of performance management and quality improvement

GRADUATE RESEARCH ASSISTANT, UNC-Chapel Hill, Department of Pediatrics, Aug. 2007 – May 2009

- Provided support for quality improvement initiatives in the NC Children's Hospital; including developing and managing project timelines, coordinating project logistics, and IRB submission
- Contributed to the development of a quality improvement training program for pediatric residents within the hospital and in planning the evaluation of the effectiveness of the program
- Collaborated with external organizations to design quality improvement training curriculum for residents
- Contributed to development of manuscripts, progress reports, and grant proposals

PROGRAM MANAGER (SUMMER INTERN), UNC-Chapel Hill, Thurston Arthritis Research Center, May-Aug.2008

- Managed the implementation of a statewide evaluation of the *Walk with Ease* program; including overseeing the project timeline and logistics, providing quarterly progress reports to stakeholders and funders, maintaining and renewing the IRB, training research assistants, and managing data collection
- Contributed to planning and implementing recruitment strategies, assisted in development of and adaptation of data collection instruments, conducted data collection using community based participatory research methods, and contributed to analysis of baseline data
- Assisted in revising the program training guide and curriculum

PROJECT SPECIALIST, Cincinnati Children's Hospital, Center for Health Care Quality (formerly known as the Center for Children's Healthcare Improvement at UNC-Chapel Hill), May 2004 – Aug. 2007

- Provided support for a series of national and statewide healthcare quality improvement projects; including development of project timelines, ensuring timely completion of deliverables, and planning logistics for national and state training workshops
- Managed data collection from participating health care clinics and assured data quality
- Contributed to the development of training materials and tools
- Assisted in development of grant proposals
- Instructed and trained project coordinators and specialists

RESEARCH TECHNICIAN, UNC-Chapel Hill, Neuroscience Research Center, July 2002 – April 2004

- Provided research support for NIH Multiple Sclerosis research; including performing molecular and biochemical experiments
- Collected and organized data for presentations, journal articles and grants
- Managed the day to day maintenance of the laboratory, including supply orders and animal care

PUBLICATIONS

- Zell B, Randolph GD, **Cornett A**. Collaboration between Public Health and Health Care Organizations. In Clarke et al. Health Care Quality: The Clinician's Primer, First Edition. American College of Physician Executives, 2012.
- **Cornett A**, Thomas M, Davis MV, Mahanna E, Cordova A, Herring MC, Lea CS, Harrison LM, Randolph GD. Early evaluation results from a statewide quality improvement training program for local public health departments in North Carolina. *J Public Health Manag Pract.* 2012 Jan-Feb; 18(1):43-51.
- Harrison LM, Shook ED, Harris G, **Cornett A**, Lea S, Randolph GD. Applying the Model for Improvement in a local health department: Quality improvement as an effective approach in navigating the changing landscape of public health practice in Buncombe County, North Carolina. *J Public Health Manag Pract.* 2012 Jan-Feb; 18(1):19-26.
- Ramaswamy R, Segal S, Harris J, Randolph GD **Cornett A**, Harrison L, Lea CS. Standardizing environmental health processes at the Iowa Department of Public Health. *J Public Health Manag Pract.* 2012 Jan-Feb; 18(1):27-35.
- Wright S, Lea S, Holloman R, Harrison LM, **Cornett A**, Lea S, Randolph GD. Using quality improvement to promote breast-feeding in a local health department. *J Public Health Manag Pract.* 2012 Jan-Feb; 18(1):36-42.

PRESENTATIONS

- **Cornett A** and Mainwaring B. Applying and Sustaining QI: Success Stories from North Carolina's Public Health Training Program. The National Network of Public Health Institutes Open Forum Meeting for Quality Improvement in Public Health, Charlotte, NC, December 7, 2012.
- **Cornett A** and Vukoson J. Applying Quality Improvement Methods in Public Health, UNC Gillings School of Global Public Health's Management and Supervision for Public Health Professionals Training Program, Chapel Hill, NC, October 2010, March & October 2011, and April 2012.
- **Cornett A** and Gary T. Achieving our Vision: Using Quality Improvement Tools to Improve the Health of our Students. The 28th Annual North Carolina School Nurse Conference, Chapel Hill, NC, October 13, 2011.
- Randolph GD and **Cornett A**. Applying Quality Improvement to your Business Plan, UNC Gillings School of Global Public Health and UNC Kenan-Flagler Business School's Management Academy for Public Health, Chapel Hill, NC, April 19, 2011.

TEACHING/ TRAINING

- Faculty, Division of Public Health Quality Improvement 101 Course, NC Division of Public Health, 2011-present.
- Course Director and Faculty, Local Public Health Quality Improvement 101 Course, The NC Center for Public Health Quality and the NC Division of Public Health, 2009-present.

Greg D Randolph MD, MPH
CURRICULUM VITAE

PERSONAL INFORMATION

Full name: Gregory Dean Randolph

Work: Department of Pediatrics
General Pediatrics and Adolescent Medicine, CB#7225
Chapel Hill, NC 27599-7225
Phone 919-843-7224
Email: randolph@unc.edu

Center for Public Health Quality
PO Box 18763
Raleigh, NC 27619
Phone 919-707-5011
Email: greg.randolph@phquality.org

Home:

[REDACTED]

EDUCATION

Management Academy for Public Health, University of North Carolina's Gillings School of Global Public Health and Kenan-Flagler Business School, August – December 2011, Business Planning for Nonprofits.

Advanced Improvement Methods Program, Cincinnati Children's Hospital Medical Center, Jan 2004-July 2005, Quality Improvement.

NRSA Primary Care Research Fellow, University of North Carolina, July 1998-July 2001, General Academic Pediatric Fellowship.

Preventive Medicine Residency, University of North Carolina, July 1998-July 2000, Preventive Medicine.

Pediatric Resident, Maine Medical Center, July 1990-July 1993, General Pediatrics.

-Chief Resident, Outpatient Department, July 1992-July 1993.

-Resident Education Committee, Sept 1990-July 1993.

MD with Honors, University of North Carolina School of Medicine, May 1990.

Masters in Public Health, University of North Carolina School of Public Health, May 1989,
Maternal and Child Health.

BS in Biology, University of North Carolina at Chapel Hill, May 1984.

PROFESSIONAL EXPERIENCE

Professor of Pediatrics, University of North Carolina School of Medicine,
April 2013-present.

-**Director, Center for Public Health Quality**, May 2009-present.

-**Adjunct Professor of Public Health**, UNC Gillings School of Global Public Health, July
2006-present.

Associate Professor of Pediatrics, University of North Carolina School of Medicine,
Dec 2007-April 2013.

-**Co-Director, N.C. Children's Center for Clinical Excellence**, North Carolina
Children's Hospital, Jan 2008-Jan 2012.

Assistant Professor of Pediatrics, University of North Carolina School of Medicine,
July 2001-Dec 2007.

-**Faculty and Senior Quality Improvement Advisor**, Center for Children's
Healthcare Improvement, July 2001-Jan 2006.

-**Senior Associate**, The National Initiative for Children's Healthcare Quality,
July 2001-July 2004.

Pediatrician, Haywood Pediatric & Adolescent Medicine Group, Clyde, N.C., Sept 1993-May
1998.

HONORS & AWARDS

National Public Health Leadership Institute Scholar, Centers for Disease Control and
Prevention, 2010-2011.

Nominee, Excellence in Mentoring Award, University of North Carolina at Chapel Hill, 2008.

Pediatric Leaders for the 21st Century Program, American Academy of Pediatrics, 2002.

Leadership Scholar Program, North Carolina Medical Society, 1998.

Outstanding Resident Teaching Award, University of Vermont Medical School (Maine Medical
Center Affiliate), 1991.

Budget Form

**New Hampshire Department of Health and Human Services
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: North Carolina Public Health Foundation

Division of Public Health Services Performance
Budget Request for: Improvement Training
(Name of RFP)

Budget Period: July 1, 2013 - September 29, 2013

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 10,966.00	\$ 1,929.00	\$ 12,895.00	Adminstrative staff support @ 10 %
2. Employee Benefits	\$ 3,088.00	\$ -	\$ 3,088.00	
3. Consultants		\$ -	\$ -	
4. Equipment:		\$ -	\$ -	
Rental		\$ -	\$ -	
Repair and Maintenance		\$ -	\$ -	
Purchase/Depreciation		\$ -	\$ -	
5. Supplies:		\$ -	\$ -	
Educational	\$ 2,115.00	\$ -	\$ 2,115.00	
Lab		\$ -	\$ -	
Pharmacy		\$ -	\$ -	
Medical		\$ -	\$ -	
Office		\$ -	\$ -	
6. Travel	\$ 3,123.00	\$ -	\$ 3,123.00	
7. Occupancy	\$ -	\$ -	\$ -	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ -	\$ -	\$ -	
Postage	\$ -	\$ -	\$ -	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ -	\$ -	\$ -	
Insurance	\$ -	\$ -	\$ -	
Board Expenses	\$ -	\$ -	\$ -	
9. Software	\$ -	\$ -	\$ -	
10. Marketing/Communications	\$ -	\$ -	\$ -	
11. Staff Education and Training	\$ -	\$ -	\$ -	
12. Subcontracts/Agreements	\$ -	\$ -	\$ -	
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
TOTAL	\$ 19,292.00	\$ 1,929.00	\$ 21,221.00	

Indirect As A Percent of Direct

10.0%

For DPHS use only

Maximum Funds Available - (DPHS program to enter total funds available) \$ 21,221.00
Reconciliation - (this line must be equal to or greater than \$0) \$ -



STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

29 HAZEN DRIVE, CONCORD, NH 03301-6527
603-271-6896 1-800-852-3345 Ext. 6896
Fax: 603-271-8705 TDD Access: 1-800-735-2964



Nicholas A. Toumpas
Commissioner

José Thier Montero
Director

1023479

April 9, 2012

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

APPROVED 7/0
DATE
APPROVED G&C # 118
DATE 6/20/12
NOT APPROVED

REQUESTED ACTION

PO Box 18763
24619
8763

Authorize the Department of Health and Human Services, Division of Public Health Services, Bureau of Public Health Systems, Policy and Performance, Public Health Improvement Section, to enter into an agreement with North Carolina Public Health Foundation (Vendor #226106-B001), 5605 Six Forks Road, MSC 1931, Raleigh, NC 27699, in an amount not to exceed \$70,000, to provide quality improvement training to Division of Public Health Services employees, to be effective May 9, 2012 or date of Governor and Council approval, whichever is later, through September 29, 2013. Funds are available in the following account for SFY 2012 and SFY 2013 and are anticipated to be available in SFY 2014 upon the availability and continued appropriation of funds in the future operating budget(s), with authority to adjust amounts, if needed and justified, between State Fiscal Years.

05-95-90-901010-5997 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVS, HHS: DIVISION OF PUBLIC HEALTH, BUREAU OF PUBLIC HEALTH SYSTEMS, POLICY AND PERFORMANCE, STRENGTHENING PH INFRASTRUCTURE

Table with 5 columns: Fiscal Year, Class/Object, Class Title, Job Number, Total Amount. Rows include SFY 2012, SFY 2013, SFY 2014, and a Total row.

EXPLANATION

Funds in this agreement will be used to conduct a quality improvement training program for the Division of Public Health Services leadership (approximately 30 persons) and staff (at least 25 persons) that will initiate the practice of conducting continuous quality improvement activities to ensure the effectiveness and efficiency of services delivered by Division of Public Health Services programs. Specifically, this training will increase the ability of staff to understand, select and use quality improvement methods and tools to continuously measure and improve their daily work, and increase managers' ability to build an organizational infrastructure that supports and sustains continuous quality improvement throughout the Division.

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for one additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council. This is the initial agreement with this Contractor for this service.

The following performance measures will be used to measure the effectiveness of the agreement.

- Increased knowledge of Division of Public Health Services leadership regarding their roles and responsibilities in supporting and sustaining a culture of quality improvement and the link to public health accreditation, strategic planning and state health improvement planning.
- Increased ability of Division of Public Health Services quality improvement teams to identify opportunities for improvements within their programs and the Division.
- Increased knowledge and ability of Division of Public Health Services quality improvement teams regarding how to use quality improvement methods and tools in their daily work activities in order to improve the efficiency and effectiveness of services provided.

Area served: Statewide.

Source of Funds: 100% Federal Funds from Centers for Disease Control and Prevention.

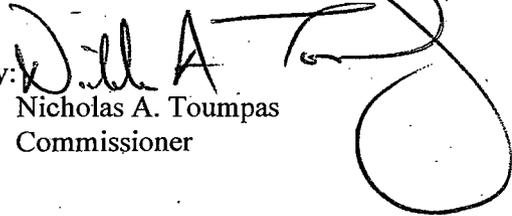
In the event that the Federal Funds become no longer available, General Funds will not be requested to support this program.

Respectfully submitted,



José Thier Montero, MD
Director

Approved by:



Nicholas A. Toumpas
Commissioner

JTM/lr

16. **Insurance:** Select either (1) or (2) below:

As referenced in the Request for Proposal, Comprehensive General Liability Insurance Acknowledgement Form, the Insurance requirement checked under this section is applicable to this contract:

Insurance Requirement for (1) - 501(c) (3) contractors whose annual gross amount of contract work with the State does not exceed \$500,000, per RSA 21-I:13, XIV, (Supp. 2006): The general liability insurance requirements of standard state contracts for contractors that qualify for nonprofit status under section 501(c)(3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000, is comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

- (1) The contractor certifies that it **IS** a 501(c) (3) contractor whose annual total amount of contract work with the State of New Hampshire does **not** exceed \$500,000.

Insurance Requirement for (2) - All other contractors who do not qualify for RSA 21-I:13, XIV, (Supp. 2006), Agreement P-37 General Provisions, 14.1 and 14.1.1. Insurance and Bond, shall apply: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance: comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident or occurrence. *These amounts MAY be modified if the State of NH determines contract activities are a risk of lower liability.*

- (2) The contractor certifies it does **NOT** qualify for insurance requirements under RSA 21-I:13, XIV (Supp. 2006).

17. **Renewal:**

As referenced in the Request for Proposals, Renewals Section, this competitively procured Agreement has the option to renew for one additional year, contingent upon satisfactory delivery of services, available funding, agreement of the parties and approval of the Governor and Council.

The remainder of this page is intentionally left blank.