**ATTACHMENT I**

1. Services to be provided
	1. General Description
		* 1. General Statement: This contract is to develop a strong communication infrastructure while engaging our stakeholders/partners to improve our health promotion strategies for providing trusted public health information. Strategies and materials will be culturally and linguistically relevant to all populations in Hillsborough County.
			2. Authority: Sections 381.0011 and 381.7353, Florida Statutes
	2. Definition of Terms
		* 1. **Contract Manager**: The Florida Department of Health in Hillsborough County employee designated to manage the contract/agreement.
			2. **Communications Plan**: An organized plan on how the Department will carry the exchange of information or news to the general public and our partners.
			3. **Community Partners**: Agencies/organization in Hillsborough with whom the Florida Department of Health in Hillsborough County collaborates to achieve common goals. These could be public, private and non-for profit organizations.
			4. **Department**: Florida Department of Health in Hillsborough County
			5. **Linguistically**: in a way that relates to language, including its structure, phonetics and semantics.
			6. **Provider**: Organization or individual selected to complete the tasks and deliverables outlined in this contract as requested by the Florida Department of Health in Hillsborough County.
	3. Clients to be served: Special effort should be made to engage community partners in Hillsborough County. The Community Communications Plan should help to meet the communication needs of all individuals in Hillsborough County and should focus on optimal ways to share information with vary populations in the county, e.g. racial and ethnic minorities, Spanish-speaking individuals, veterans, LGBTQ+ communities and individuals with disabilities.
2. Manner of Service Provision
	1. Scope of Work: Provider will facilitate collaboration between the Department, community partners and residents of Hillsborough County to develop a plan and carry out objectives to improve overall communication and marketing of public health information and services.
		* 1. Task List: Provider will perform the following tasks:
3. Establish a timeline for Action Plan completion
4. Secure meeting space for Communication Action Plan meetings between the Department and community partners.
5. Facilitate collaboration meetings between the Department and community partners for the development of a Community Communications Action Plan
6. Gather data from partners and the public to assist in the development of a Community Communications Action Plan.
7. Analyze data gathered from stakeholders and the public and report data results to the Department and community partners.
8. Establishment of a new communication infrastructure to include full collaboration of community partners to support routine health promotion, disease prevention and program outreach messaging.
9. Develop communication and marketing guidelines and materials that are culturally and linguistically relevant to all populations in Hillsborough County.
	* 1. Deliverables: Provider must complete or submit the following deliverables in the time and manner specified:
10. Develop and submit a project timeline for action planning within 30 days of the contract start date.
11. Secure space and facilitate a monthly planning meeting between the Department and community partners during the planning phase of our action plan. Meeting will continue at a minimum of quarterly during action plan development and implementation.
12. Within 12 months of start of project, the Provider will conduct surveys or focus groups to gather input from stakeholders and the public on the barriers to trusting public health information and recommendations and how these barriers can be removed.
13. One quarter of tasks listed in section B.1.a. will be completed and progress report of complete tasks will be provided to the Department by the 15th of the month following end of each quarter.
14. Performance Measures: Deliverables must be met at the following minimum level of performance:
15. Timeline is submitted to the Department within 30 days of contract initiation date.
16. Space is secured and monthly planning meetings are scheduled between the Department and community partners for project planning and action plan progress meetings.
17. Input is gathered and analyzed from stakeholders and the public regarding barriers to trusting the Department and the public health information and recommendations that are provided. Information is reported to the Department within 45 days of receiving.
18. Communication and marketing materials are developed in collaboration with the Department and community partners that meet cultural and linguistic needs of the public to help increase trust of the information the Department is providing to individuals in Hillsborough County.
	1. Financial Consequences: Failure of Provider to complete or submit a deliverable in the time and manner specified will result in a reduction in payment for that deliverable as follows;
		* 1. Failure to submit a project timeline within 30 days of contract start date will result in a 5% reduction in first quarter’s invoice.
			2. Failure to hold meetings as outlined in section B.1.b.2) will result in a 5% reduction in pay for each quarter’s invoice.
			3. Failure to submit data collected from stakeholders and the public as outlined in B.1.b.3) will result in a 5% reduction in that quarter’s invoice.

3. Service Location, Times, and Equipment

* 1. Service Delivery Location: Responsibilities related to the initiative will be managed within Hillsborough County. Meetings and project tasks can be completed at any site but outcomes should focus on Hillsborough County.
	2. Service Times**:** Services times can vary based on Provider schedule. Any tasks needing to be completed in coordination with the Department should be completed between 8am and 5pm, Monday through Friday.
	3. Equipment**:** Equipment purchases should be limited to items that are solely for the completion of this project. Equipment needs should be reflected in the approved budget.

4. Staffing Requirement:

 a. Staffing Level: Provider must maintain an adequate administrative and organizational structure sufficient to complete the deliverables under the contract.

 b. Staffing Qualifications:

1. Provider will be responsible for the staff affiliated with this program, ensuring they have the education, experience, and training necessary to successfully carry out their duties.
2. This contract focuses on communication and marketing to the public in Hillsborough County. Some tasks require gathering and analyzing feedback from individuals in Hillsborough County and may require a staff member to be bilingual in English and Spanish.

c. Staffing Changes: Notify the Contract Manager in writing within 14 days of any staffing changes that will affect Provider’s ability to complete the deliverables under the contract.

d. Subcontractors: Subcontractors are not permitted to perform services under this contract. The Provider can use contracted staff that are directly employed by the Provider.

1. Method of Payment:
	* + 1. Payment: This section describes the payment method used, total amount of the contract, and payment frequency (e.g., monthly or quarterly).
				1. This is a fixed price, fixed fee contract and the Provider will be paid a fixed flat rate of $26,375.50 each quarter to complete the specified deliverables in Section B.1.b of this contract. A total dollar amount not to exceed $105,502 per term. The first term/year of the contract will be paid in two equal payments of $52,571 due to the shorted contract year.
				2. The Provider shall request payment through submission of a properly completed invoice (Exhibit \_\_) within 15 days following the end of the quarter. Charges on the invoice must be accompanied by supporting documentation and sufficient detail showing the work completed that quarter.
2. Unit of Service: A unit of service will consist of one quarter of completed required deliverables, as specified in Section B.1.b. A quarter of deliverables will include all deliverables due or completed in that quarter.
3. Invoice Requirements: Invoices should be emailed to the Department’s Contract Manager for this contract. The submitted invoice must reflect the completed deliverable for that period.
	1. Provider must submit a properly completed invoice to the Contract Manager within 15 days from the end of each quarter. The final quarter invoice must be submitted within 15 days from the end of each contract year. At a minimum, each invoice must be submitted on the Provider’s letterhead and provide the invoice date, deliverable completed, the amount due, a statement certifying the accuracy of the invoice, and the signature of an individual with the authority to bind Provider.
4. Special Provisions:
	1. **Mandatory Provisions:** Pursuant to section 287.057 (14), Florida Statutes, contracts for commodities or services may be renewed for a period that may not exceed three years or the term of the original contract, whichever is longer. However, if services are procured as a single source or an emergency purchase as specified in section 287.057(3), Florida Statutes, or using an Executive Order/Emergency Order exemption, they cannot be renewed. A contract cannot be renewed if this language is not in the contract. Also, including this language does not make renewals automatic; it is still up to the Department (and the mutual agreement of Provider). Use the following renewal language if renewals are being contemplated under the contract:
	2. Contract Renewal: This contract may be renewed for no more than three years beyond the initial contract or for the original term of the contract, whichever is longer, and is subject to the same terms and conditions set forth in the initial contract. Renewals must be in writing, made by mutual agreement, and will be contingent upon satisfactory fiscal and programmatic performance evaluations as determined by the Department and will be subject to the availability of funds.
	3. **Optional Provisions**
5. Order of Precedence: This contract, its exhibits and attachments, RFA ­­­­\_\_\_\_\_, Developing a Community Communications Action Plan, and Provider’s response to the RFA, contain all the terms and conditions agreed upon by the parties. In the event of any conflict among these documents, the order of precedence will be this contract, the RFA, and then Provider’s response.

END OF TEXT