### City of Carson City Agenda Report

Date Submitted: October 18, 2011	Agenda Date Requested: November 3, 2011 Time Requested: 5 000
To: Carson City Board of Supervisors From: Health & Human Services Department (	(Marena Works)
the amount of \$539,989 from the Nevada State Community Wellness. This contract will be effective.	, and the second
	zations in a health department setting is Carson City Health and Human Services to bstacles. In the long term, this will lead to
(_X) Resolution (_	neck one)) Ordinance) Other (Specify) Information Only
Does This Action Require A Business Impact	t Statement: () Yes (_X) No
Recommended Board Action: I move to adopt local agreement in the amount of \$539,989 from Child, Family & Community Wellness. This cowill be used for personnel and operating expensions within Nevada local health departments.	n the Nevada State Health Division Bureau of
Explanation for Recommended Board Action	n: CCHHS is in an optimal position to develop a

**Applicable Statute, Code, Policy, Rule or Regulation:** NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service.

strategic plan for immunization billing. This will help move us forward in our long term plans of having expertise in insurance billing so we can eventually take over all of our medical billing.

Explanation of Impact: N/A
Explanation of Impact 1471
Funding Source: Nevada State Health Division
Alternatives:
Supporting Material: Inter-local Contract
Prepared By: Marena Works, MSN, MPH, APN
Reviewed By: Tarena 9 Works  (Department Head)  (City Manager)  (District Attorney)  (Finance Director)  Date: 10/25/11  Date: 10/25/11
Board Action Taken:
Motion: 1) Aye/Nay
(Vote Recorded By)

Fiscal Impact: N/A

RESOLUTION NO	
A RESOLUTION ADOPTING AND APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE NEVADA STATE HEALTH DIVISION BUREAU OF CHILD, FAMILY & COMMUNITY WELLNESS AND CARSON CITY TO PROVIDE FUNDING TO CARSON CITY TO DEVELOP A STRATEGIC PLAN FOR IMMUNIZATION BILLING	
WHEREAS, any two or more public agencies may enter into cooperative agreements for the performance of any governmental function pursuant to NRS 277.080 (277.180, inclusive; and,	to
WHEREAS, NRS 277.110 provides that every such agreement must be by forma resolution or ordinance of the governing body of each public agency included and must b spread at large upon the minutes, or attached in full thereto as an exhibit, of each governi body; and,	e
WHEREAS, the parties to the Interlocal Agreement between the Nevada State Health Division and Carson City for providing funding to Carson City to develop a strategic plan for billing insurance companies for immunizations at the three (3) local health departments in Nevada, desire to adopt and approve such agreement as required by NRS 277.110. A copy of the agreement is attached to this Resolution as Exhibit "A"; and	
WHEREAS, both parties to the Interlocal Agreement between the Nevada State Health Division and Carson City are public agencies as defined by NRS 277.100; and	
NOW, THEREFORE, BE IT RESOLVED that the terms and conditions of the Interlocal Agreement between the Nevada State Health Division and Carson City for Carson City to develop a strategic plan for billing insurance companies for immunization at the three (3) local health departments in Nevada are hereby adopted and approved; and	ıs
<b>BE IT FURTHER RESOLVED</b> that the Interlocal Agreement between the Nevada State Health Division and Carson City for Carson City to develop a strategic plar for billing insurance companies for immunizations at the three (3) local health department in Nevada shall be spread at large upon the minutes or attached in full thereto as an exhibit	its
ADOPTED this day of, 2011	
AYES: Supervisors	_
	_
	_

Alan Glover, Clerk-Rec	order, Carson City,	Nevada	
ATTEST:			
			Robert L. Crowell, Mayor
	ABSENT: S	upervisors	
	NAYES: S	upervisors	

# INTRASTATE INTERLOCAL CONTRACT BETWEEN PUBLIC AGENCIES FOR USE BETWEEN AGENCIES WITHIN NEVADA

A Contract Between the State of Nevada Acting By and Through Its

Nevada State Health Division Bureau of Child, Family & Community Wellness Immunization Program 4150 Technology Way, Suite 300 Carson City, NV 89706-2009

Phone: 775-684-4200 Fax: 775-684-4211

and

Carson City Health & Human Services 900 E. Long St. Carson City, NV 89706

Phone: 775-887-2190 Fax: 775-887-2248

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of [the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

- 1. <u>REQUIRED APPROVAL</u>. This Contract shall not become effective until and unless approved by appropriate official action of the governing body of each party.
- 2. <u>DEFINITIONS</u>. "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
- 3. <u>CONTRACT TERM</u>. This Contract shall be effective upon approval to <u>August 31, 2013</u>, unless sooner terminated by either party as set forth in this Contract.
- 4. <u>TERMINATION</u>. This Contract may be terminated by either party prior to the date set forth in paragraph (3), provided that a termination shall not be effective until <u>30</u> days after a party has served written notice upon the other party. This Contract may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Contract shall be terminated immediately if for any reason State and/or federal funding ability to satisfy this Contract is withdrawn, limited, or impaired.
- 5. <u>NOTICE</u>. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. <u>INCORPORATED DOCUMENTS</u>. The parties agree that the services to be performed shall be specifically described; this Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:

SCOPE OF WORK

ATTACHMENT BB:

VENDOR CERTIFICATION

- 7. <u>CONSIDERATION</u>. Carson City Health & Human Services agrees to provide the services set forth in paragraph (6) at a cost of \$ 539,989, payable at \$26,999.45 per month (invoices may vary) with the total Contract or installments payable not exceeding \$539,989. Any intervening end to an annual or biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.
- 8. <u>ASSENT</u>. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations expressly provided.

#### 9. INSPECTION & AUDIT.

- a. <u>Books and Records</u>. Each party agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the other party, the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.
- b. <u>Inspection & Audit</u>. Each party agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the other party, the State Auditor, Employment Security, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives.
- c. <u>Period of Retention</u>. All books, records, reports, and statements relevant to this Contract must be retained by each party for a minimum of three years and for five years if any federal funds are used in this Contract. The retention period runs from the date of termination of this Contract. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
- 10. <u>BREACH: REMEDIES</u>. Failure of either party to perform any obligation of this Contract shall be deemed a breach. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including but not limited to actual damages, and to a prevailing party reasonable attorneys' fees and costs.
- 11. <u>LIMITED LIABILITY</u>. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.
- 12. <u>FORCE MAJEURE</u>. Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without

limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

- 13. <u>INDEMNIFICATION</u>. Neither party waives any right or defense to indemnification that may exist in law or equity.
- 14. <u>INDEPENDENT PUBLIC AGENCIES</u>. The parties are associated with each other only for the purposes and to the extent set forth in this Contract, and in respect to performance of services pursuant to this Contract, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.
- 15. <u>WAIVER OF BREACH</u>. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
- 16. <u>SEVERABILITY</u>. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
- 17. <u>ASSIGNMENT</u>. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Contract without the prior written consent of the other party.
- 18. <u>OWNERSHIP OF PROPRIETARY INFORMATION</u>. Unless otherwise provided by law or this Contract, any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under this Contract), or any other documents or drawings, prepared or in the course of preparation by either party in performance of its obligations under this Contract shall be the joint property of both parties.
- 19. <u>PUBLIC RECORDS</u>. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.
- 20. <u>CONFIDENTIALITY</u>. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Contract.
- 21. <u>PROPER AUTHORITY</u>. The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract and that the parties are authorized by law to perform the services set forth in paragraph (6).
- 22. <u>GOVERNING LAW; JURISDICTION</u>. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada. The parties consent to the jurisdiction of the Nevada district courts for enforcement of this Contract.
- 23. ENTIRE AGREEMENT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the State of Nevada Office of the Attorney General.

Page 3 of 4 NSHD

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed and intend to be legally bound thereby.

# Carson City, Nevada

	Mayor, Carson City
Signature: Robert Crowell	Date Title
Attest	
Signature: Alan Glover	Clerk/Recorder, Carson City Date Title
Approved as to form	
Signature: Neil Rombardo	Carson City Deputy D.A.  Date Title
Nevada State Health Division	
Signature: Richard Whitley, MS	Administrator, Health Division  Date Title
Nevada State Department of Health and Human S	Services
Signature: Michael J. Willden	<u>Director, Health and Human Services</u> Date Title
Signature – Nevada State Board of Examiners	APPROVED BY BOARD OF EXAMINERS
	On(Date)
Approved as to form by:	
Deputy Attorney General for Attorney General,	On(Date)

# INTERLOCAL CONTRACT BETWEEN: NEVADA STATE HEALTH DIVISION AND CARSON CITY HEALTH & HUMAN SERVICES

#### ATTACHMENT AA: SCOPE OF WORK

Description of services, deliverables, and reimbursement

This funding from the Centers for Disease Control and Prevention (CDC) will be used to create a strategic plan to implement billing within Nevada health departments. Currently all three health departments are only capable of billing Medicaid and Medicare along with a couple of private health insurance plans such as culinary and Blue Cross Blue Shield. These funds will allow Carson City Health & Human Services to create a plan on how to become an innetwork provider and start billing private health insurance plans. Once this plan is finished, it will be shared with Washoe County Health District and Southern Nevada Health District. Currently the Nevada health departments see many privately insured patients, but are not able to recoup costs involved with treating these patients. Once the plan is implemented and Nevada health departments are contracted with several private health insurance plans, health departments in Nevada will be able to recoup their costs on services provided. Nevada State Immunization Program = NSIP in Scope of Work below.

Carson City Health & Human Services, hereinafter referred to as Contractor, agrees to provide the following services and reports according to the identified timeframes:

Goal: By 6/30/2013, develop a billing strategic plan for immunization services in health department clinics.

Ob	Objective 1) By November 2012, collect data on the current status of immunization billing in Nevada				
	Activities	Outcomes, Documents, Reports	Evaluation	Timeline	
1.	Conduct a literature search of Nevada laws and regulations relative to immunizations and billing processes and authority. Publish a summary of findings.	A synopsis of the laws and regulations governing the insurance industry, the authority for immunizations and billing processes.	The information will be evaluated for its completeness and relevance as it is reviewed by NSIP in establishing the current landscape.	February 2012	
2.	Create and administer a survey for health department clinics to determine patient insurance status. The survey will need to capture age, zip code, insurance status and, if privately insured, the insurance company, group number, contact information, and co-payment information.	A report on patient insurance status in Nevada, including percentage of patients with insurance, and the breakout of the insurance carriers, including Medicare, Medicaid and Nevada Check Up.	The survey tool will be evaluated to ensure it will capture the necessary information; the report will be assessed as to its effectiveness when performing the analysis of the data and using it to estimate the potential revenue that can be generated by billing third party payers that are not currently being billed.	May 2012	
3.	Survey local health departments to identify their existing billing practices regarding immunizations, including use of IIS and/or EMR, and staff allocations.	A report on existing billing practices in Nevada health departments.	The survey tool will be evaluated to ensure it will capture the necessary information; the report will be assessed as to its effectiveness when performing the analysis of the data.	April 2012	

4.	Research the payer policies and regulations of the third party payers identified from the patient insurance status survey, including billing companies, clearinghouse and/or software that they work with, credentialing requirements and reimbursement rates.	A matrix detailing the third party payer policies covering billing practices, software or electronic filing processes, credentialing requirements and reimbursement rates.	NSIP management will evaluate the document for comprehensiveness of information and the relevance of data to accomplish a financial analysis/comparison of third party payers.	November 2012
5.	Complete a financial analysis of the potential return on investment of a comprehensive immunization billing system.	A financial analysis of the costs associated with the development of, and the estimated revenue that could be generated from implementing, a billing system for immunization services.	NSIP management will determine the accuracy of the financial analysis as it compares the patient insurer status to the current reimbursement levels, identifies the highest payer mix, and reviews payer reimbursement policies during the development of the strategic plan.	December 2012

٠٠.٠	Activities	Outcomes, Documents, Reports	Evaluation	Timeline
1.	Evaluate the electronic medical records systems currently in use for feasibility of enhancing interoperability with the state immunization registry, Nevada WebIZ, using Health Level 7 (HL7) standard messages.	Envision, the contractor for Nevada WebIZ, will generate a report that identifies specific EMRs and their capability of interfacing with Nevada WebIZ, including costs for integration.	NSIP and health department management will analyze the report to determine feasibility and financial cost for possible integration of systems with Nevada WebIZ.	July 2012
2.	Analyze the advantages / disadvantages of using roster billing with the insurance carriers.	There will be at least three proposals for the workgroup to compare using a standardized evaluating tool that will be developed under the direction of NSIP management.	NSIP will incorporate the findings from this evaluation into the report generated by proposals from third party billers to provide immunization billing services.	August 2012
3.	Request proposals from third party billers to provide immunization billing services.	There will be at least three proposals for the workgroup to compare using a standardized evaluation tool that will be developed under the direction of NSIP management.	NSIP will write a report summarizing the results of the evaluation of the proposals and present the information to the health departments.	September 2012
4.	Provide the community, providers, health department and third party payers' and other stakeholders a status report summarizing the findings resulting from capacity integration and cost analyses of	Ideally, the goal will be to have a face-to-face meeting supported by videoconference. However, if this is not possible, the report will be mailed to stakeholders	NSIP management will review feedback obtained from stakeholders.	October 2012

major system(s) for billing third		
party payers for immunization		
services.		

Objective 3) By August 2013, determine the best system(s) to bill private and public insurers for vaccine and the administration fee, as appropriate, and develop an action plan for state health division clinics and local health departments to efficiently and cost-effectively implement billing third party payers for immunization services.

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	Activities	Outcomes, Documents, Reports	Evaluation	Timeline
1.	Develop draft strategic plan for billing third party payers for immunization services based on results of patient insurance status surveys, evaluation of health department billing processes and capabilities, review of third party payer system proposals, and analysis of the cost-effectiveness and return on investment of the billing systems under consideration.	NSIP will publish the draft strategic billing plan.	NSIP management and leadership from Nevada's health departments will review and provide input on the drafted billing plan.	January 2013
2.	Identify and create pilot group of third party payers to evaluate strategic billing plan for immunization services.	There will be a minimum of 5 third party payers identified in the pilot group.	Appropriate credentialing will be completed and contracts will be in place to ensure ability to bill for immunization services provided by health department clinics.	February 2013
3.	Develop billing policies and procedures incorporating the health departments' delivery of immunization services practices. Create documentation and train appropriate staff regarding the billing processes.	Billing specialists in the pilot will have been trained and received for reference a "cheat sheet" outlining the process for billing third party payers. The pilot group of third party payers will each have assigned a representative as the point person for the project who has been briefed and is an available resource once the pilot begins.	Project Manager will review training / education plans to ensure alignment with processes developed in strategic plan and procedures of third party payers.	March 2013
4.	Begin submitting immunization claims to pilot group of third party payers to evaluate processes, costs and accuracy.	Successfully receive reimbursement for immunization services provided by health department clinics. However, we expect that there will be some problems that will help us discover what we need to change and improve to be successful.	A feedback form will be developed for the billers to complete and submit for review. NSIP and health department staff will perform a cost benefit review as relates to the billing processes and make recommendations for modifications to the strategic plan.	April 2013

5.	Modify strategic plan(s) for billing for immunizations services based on pilot group's input.	Publishing of a statewide strategic plan for billing for immunization services provided by health department clinics. The plan will include billing policies and procedures, financial analysis, suggested implementation guidelines and timeframes.	NSIP management and leadership from Nevada's health departments will review and provide input to the billing plan.	July 2013
6.	Modify and enhance the billing training plan, incorporating a train the trainer model that can be used by health departments to train billing and support staff.	Publishing a statewide training manual and developing a core group of trainers.	NSIP management, leadership from Nevada's health departments, and billing representatives will review and provide input to the training plan.	August 2013

- Carson City Health & Human Services will be required to participate in monthly progress report phone calls with the CDC. These meetings have been scheduled for the 1<sup>st</sup> Tuesday of the month from 1 1:30 pm. Date and time is subject to change.
- Carson City Health & Human Services will be required to complete and submit to the Nevada State Immunization Program monthly progress reports. The Nevada State Immunization Program will then submit the progress report to the CDC. Monthly progress reports are due 30 days from the date of the Notice of Award (9/1/2011) and monthly thereafter. The monthly progress report template will be provided by the CDC. Monthly progress report must contain, at a minimum, the following information:
  - o Project overview
  - o Work progress during the previous month
  - o Status of implemented activities
  - o Difficulties Encountered
  - o Future Activities.
- Carson City Health & Human Services and the Nevada State Immunization Program will work together to
  complete the Interim Progress Report (IPR). The interim progress report will serve as a non-competing
  continuation application. This IPR will cover September 1, 2011 March 1, 2012. A due date and specific
  IPR guidance will be provided at a later date. The report must contain the following:
  - o Status/progress of current budget period goals and objectives
  - o Key organizational changes, key staff changes, and an implementation plan for each activity
  - o Current budget period financial progress and amount of estimated balances
  - o New budget period program proposed activity objectives and timelines
  - o Ensure objectives are specific, measurable, appropriate, realistic, and time-phased.
  - Measures effectiveness
  - Detailed line-item budget and justification
  - o Use SF424 forms at www.whitehouse.gov/omb/grants/grants forms.html
  - o For the budget details and justification follow the budget guidelines at www.cdc.gov/od/pgo/funding/grantmain.htm
- Identify the source of funding on all printed documents purchased or produced within the scope of this
  contract, using a statement similar to: "This publication (journal, article, etc.) was supported by the Nevada
  State Health Division through Grant Number 1H23IP000573-01 from the CDC. Its contents are solely the
  responsibility of the authors and do not necessarily represent the official views of the Nevada State Health
  Division nor the CDC."

#### Contractor agrees to adhere to the following budget:

1. Personnel	\$ 433,478	Program Manager, 1 FTE Health Resource Analyst (Billing/coding specialist), 1 FTE Administrative Assistant II, 1 FTE Administrative Support (Hourly, no fringe) Fringe
2. Travel	\$ 18,500	In-State: \$10,000 to travel to local health departments and stakeholder meetings.  Out-of-State: \$8,500 for two to travel to national meeting. Date and location TBD.
3. Supplies	\$ 10,750	Office supplies, three computers, printer
4. Other	\$ 11,261	Cell phones, printing of training materials, reports, meeting expenses, etc.
5. Contractual	\$ \$66,000	Envision Technology Partners, Inc. & EMR's: \$36,000 POC Technologies: \$30,000
Total Cost	\$ 539,989	

Note: Other categories may be added as needed, for example, equipment, contracts, consultants, stipends, indirect/administration costs. Totals listed should match totals on page 1.

- Permission to shift funds between categories above must be approved by the Nevada State Immunization Program. Permission can be obtained via email request. Send request to the Immunization Program Manager.
- Travel expenses, per diem, and other related expenses must conform to the procedures and rates allowed for State officers and employees. For current rates go to <a href="https://www.gsa.gov">www.gsa.gov</a>.

Contractor agrees to request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the contract period.

- Monthly reimbursement requests (invoices) are due by the 15<sup>th</sup> for the previous month.
- Completed documents and/or reports listed in the scope of work are required with monthly reimbursements.
- Only allowable supply expenses per the Immunization Program Operations Manual (IPOM) will be granted.
- A total of \$539,989 is available through this contract.

#### Additionally, the Contractor agrees to provide:

 A complete financial accounting of all expenditures to the Health Division within 30 days of the CLOSE OF THE CONTRACT PERIOD. Any unobligated funds shall be returned to the Health Division at that time, or if not already requested, shall be deducted from the final award.

#### The Nevada State Health Division agrees:

- Provide technical assistance upon request to Carson City Health and Human Services.
- Review, edit, and approve all documents and reports created for this project by Carson City Health & Human Services.
- Participate in monthly progress report phone call meetings with the CDC and Carson City Health and Human Services.
- Forward all monthly progress reports to the CDC.
- Collaborate with Carson City Health & Human Services to complete the Interim Progress Report.
- The Nevada State Health Division reserves the right to hold reimbursement under this contract until any delinquent forms and reports are submitted and accepted by the Nevada State Health Division.

#### Both parties agree:

To collaborate together to review and prioritize the list of outstanding tasks on a regular basis in order to
ensure the most important tasks are completed within the funding and schedule requirements of the project.

J:\home\Contracts\Interlocal\Attachment B Scope of Work for Interlocal contract.doc NSHD Template: Updated 6-22-05

## ATTACHMENT BB - VENDOR CERTIFICATION

Vendor agrees and will comply with the following:	
(1) In accordance with NRS 284.1729, as amended, no current employee with less than two years having expired since that e State, shall be assigned to perform work on any portion of Division. This prohibition applies equally to any sub-correquirements of the contract.	employee's termination or retirement from the f this contract with the Nevada State Health
Carson City Health and Human Services	
Company Name	
Signature	
Print Name	Date