

**DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS000768700001
AMENDMENT NO. 1**

The **DEPARTMENT OF STATE HEALTH SERVICES** (“**System Agency**”) and **CORPUS CHRISTI-NUECES COUNTY PUBLIC HEALTH DISTRICT (CITY)** (“**Grantee**”), collectively the “**Parties**” to that certain contract for activities in support of Coronavirus 2019 (COVID-19) response and in alignment with the Public Health Crisis Response Cooperative Agreement for Emergency Response Contract effective May 15, 2020 and denominated as DSHS Contract No. HHS000768700001 (the “**Contract**”), now elect to amend the Contract.

WHEREAS, the Parties desire to revise the Budget to add funds to the Contract and to allow for successful completion of the activities.

The Parties therefore agree as follows:

1. **ARTICLE V**, of the Signature Document, **CONTRACT AMOUNT AND PAYMENT FOR SERVICES**, is hereby amended to add **\$293,171.00** in federal funding to the Contract. The total not-to-exceed amount of the Contract is therefore increased to **\$578,850.00**. All expenditures under the Contract will be in accordance with the revised budget. Funds provided in support of one Contract activity may only be used for that activity and may not be comingled with other funds provided under this Contract.
2. **ATTACHMENT B, BUDGET**, is hereby amended in its entirety and replaced with the following budget table:

Budget Categories	COVID 19 Pre-award Cost from January 20, 2020	COVID 19 Funding Allocation- Base	COVID 19 Funding Allocation-A.1	Totals
Personnel	\$0	\$28,800	\$37,710	\$66,510
Fringe Benefits	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$13,000	\$13,000
Equipment	\$0	\$100,500	\$119,000	\$219,500
Supplies	\$0	\$125,000	\$105,461	\$230,461
Contractual	\$0	\$19,000	\$0	\$19,000
Other	\$0	\$12,379	\$18,000	\$30,379
Total Direct Costs	\$0	\$285,679	\$293,171	\$578,850
Indirect Cost Rate Amount	\$0	\$0	\$0	\$0
Contract Total	\$0	\$285,679	\$293,171	\$578,850

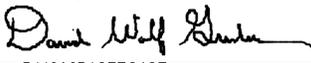
3. This Amendment shall be effective upon the signature of both Parties.
4. Except as modified by this Amendment, all terms and conditions of the Contract, shall remain in effect.
5. Any further revisions to the Contract shall be by written agreement of the Parties.

SIGNATURE PAGE FOLLOWS

**SIGNATURE PAGE FOR AMENDMENT NO. 1
SYSTEM AGENCY CONTRACT NO. HHS000768700001**

DEPARTMENT OF STATE HEALTH SERVICES

**CORPUS CHRISTI-NUECES COUNTY PUBLIC
HEALTH DISTRICT (CITY)**

DocuSigned by:

B113A6B1CPEC4CE...

DocuSigned by:

By: 4FC9D92742CE414...

David Gruber

Name: Annette Rodriguez

Associate Commissioner for RLHS

Title: Health Director

Date of Signature: May 20, 2020

Date of Signature: May 19, 2020

Form PCS 515

**REVIEW AND CERTIFICATION OF SOLICITATION,
AND ROUTING REQUEST OF PROPOSED CONTRACT**



Section 1: Contract Information

New Contract Number <input type="checkbox"/> HHS000768700001	Amendment Number <input checked="" type="checkbox"/> 1	Emergency (See Texas Government Code (TGC) Ch. 418; §2155.137 and Texas Administrative Code (TAC) §20.41)
New Work Order Number <input type="checkbox"/>	Amendment Number <input type="checkbox"/>	

Contractor Legal Business Name:
Corpus Christi-Nueces County Public Health District

Total Contract Value (Including Renewals) \$578,850.00	Requesting Agency/Program DSHS CPS/ COVID-19
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Contract Manager Name Quynh-Nhi Ge	Contract Manager Email Quynhnhige@dshs.texas.gov	Contract Manager Phone 512-776-2304
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Purchaser/Buyer Name	Purchaser/Buyer Email	Purchaser/Buyer Phone
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Section 2: CAPPS Approvals - The individuals listed shall be program specific contract approvers as designated by the program area.

	Approver Title	Approver Name	Approver E-mail Address	See Attached Proof of Approval
1.	Unit Director	Jonah Wilczynski	Jonah.Wilczynski@dshs.texas.gov	<input type="checkbox"/>
2.	Section Director	Patty Melchior	Patty.Melchior@dshs.texas.gov	<input type="checkbox"/>
3.	Associate Commissioner	David Gruber	David.Gruber@dshs.texas.gov	<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>
6.				<input type="checkbox"/>
7.				<input type="checkbox"/>
8.				<input type="checkbox"/>
9.				<input type="checkbox"/>
10.				<input type="checkbox"/>
11.				<input type="checkbox"/>
12.				<input type="checkbox"/>
13.				<input type="checkbox"/>
14.				<input type="checkbox"/>
15.				<input type="checkbox"/>

DocuSign Routing Path Begins**Section 3: Internal DocuSign Review and Approval for Agency, Budget, Legal and PCS**

Signatory	Name	E-mail Address
HHS Budget (\$1M and over only)	Trey Wood	Trey.Wood@HHSC.State.TX.US
Legal Director (\$1M and over only)	Andy Marker	Andy.Marker@HHSC.State.TX.US
Office of Chief Counsel (\$1M and over only)	Karen Ray	Karen.Ray@HHSC.State.TX.US
PCS Deputy Associate Commissioner (DAC) (under \$1M only) Appropriate DAC Team		
PCS Associate Commissioner (\$1M and over only)	Chad Riley	Chad.Riley@HHSC.State.TX.US

Section 4: DocuSign Signatories

Signatory	Name	E-mail Address
Contractor Signature Authority	Annette Rodriguez, MPH	annetter@cctexas.com
Additional Contractor Signature Authority*		
Contractor Signature cc	Dina Chavez	dinac@cctexas.com
HHS Signature Authority	David Gruber	David.Gruber@dshs.texas.gov
HHS Signature Authority cc		
General Inbox cc	CMS inbox	cmucontracts@dshs.texas.gov

INSTRUCTIONS**PURPOSE**

To direct HHS contracts, work orders, amendments, renewals, and extensions through approval routing and for review of the solicitation process and proposed contract documents.

WHEN TO PREPARE THIS FORM

This form shall be completed for any document requiring CAPPs FIN approval routing and for all DocuSign signature routing. The requestor shall adhere to any HHS Circular-046 requirements in addition to consulting with program to complete the form prior to submission to Procurement and Contracting Services Quality Assurance ("PCS QA"). The information provided on the routing request form will be used by PCS QA to create the document routing approval path in CAPPs FIN as well as creating the DocuSign path for contractor signatory and HHS signatory execution.

A signature on the PCS 515 or approval of the PCS 515 in CAPPs by the Procurement Director or designee, certifies that:

- i. HHSC complied with the HHS Contract Management Handbook, the CPA's Texas Procurement and Contract Management Guide;
- ii. the assessment of each vendor response was based on the evaluation criteria published in the solicitation or the written evaluation criteria established by the Agency/Program;
- iii. the final calculation of scoring of responses was accurate; and any vendor scoring change was reviewed and justified.

PROCEDURE TO COMPLETE PCS 515**Section 1: To be completed by Buyer/Purchaser and Program.**

This section contains necessary contract information.

Section 2: To be completed by Program.

This section contains all required program specific approvers. These individuals will be inserted into the CAPPs approval process. For contracts valued at \$1M and over, approval is required by the program Deputy Executive Commissioner.

DocuSign Routing Path Begins**Section 3: To be completed by Agency, Budget, Legal and PCS.**

This section contains all required Agency, Budget, Legal and PCS reviewers and approvers. For contracts valued under \$1M, approval is required by the appropriate PCS team Deputy Associate Commissioner (DAC). For contracts valued at \$1M and over, approval is required by the Deputy Executive Commissioner of Budget, System Contracting Director, Chief Counsel and Associate Commissioner of PCS.

Section 4: To be completed by Program area.

This section shall contain all required contract signatory information. These individuals will be inserted into the DocuSign routing path.

****There are certain aspects of this form that do not apply to DFPS.****

*** If adding an additional contractor signature authority, please provide instructions on which documents need to be completed by this individual.**

Document Approval Status

SetID HHSTX

Contract ID HHS000768700001

Supplier NUECES COUNTY

 **Review/Edit Approvers**

Contract Document Approval

 **:Approved**

 [View/Hide Comments](#)

Contract Document Approval



 **Comment History**

Submit for Approval

[Return to Document Management](#)

From: [Wilczynski,Jonah \(DSHS\)](#)
To: [Kelley,Lucia \(DSHS\)](#); [Ge,QuynhNhi \(DSHS\)](#); [Boggs,Jennifer \(DSHS\)](#); [Taylor,Beverly \(DSHS\)](#)
Subject: FW: Legal Assignment for COVID-19 Boilerplate for 44 Contracts
Date: Friday, April 10, 2020 5:48:37 PM
Attachments: [PCHR_COVID19_printPdf.pdf](#)
[CPS_COVID-19-San Antonio Metro.pdf](#)
[image001.png](#)
[image002.jpg](#)
[Draft_COVID 19 Amendment 1 Signature Page - Boiler Plate .docx](#)

Approved Templates

From: Burshtyn,James H (HHSC)
Sent: Friday, April 10, 2020 5:45 PM
To: Wilczynski,Jonah (DSHS) <Jonah.Wilczynski@dshs.texas.gov>
Cc: Melchior,Patty (DSHS) <Patty.Melchior@dshs.texas.gov>; Kelley,Lucia (DSHS) <Lucia.Kelley@dshs.texas.gov>
Subject: FW: Legal Assignment for COVID-19 Boilerplate for 44 Contracts

Good afternoon, Jonah.

The attached template is approved.

Thank you,

James
James Burshtyn | Associate Director
Office of Chief Counsel | System Contracting
4900 N. Lamar Blvd. | Mail Code: 1100
Austin, TX 78751-2316
Office: 512-424-6490
www.hhs.texas.gov | www.dshs.texas.gov

cid:image002.jpg@01D521E6.D11A15C0



This message may contain confidential information. If you received this message in error, please notify me immediately and then delete the message.

From: Wilczynski,Jonah (DSHS)
Sent: Friday, April 10, 2020 5:02 PM
To: Burshtyn,James H (HHSC) <James.Burshtyn@hhsc.state.tx.us>
Cc: Melchior,Patty (DSHS) <Patty.Melchior@dshs.texas.gov>; Kelley,Lucia (DSHS) <Lucia.Kelley@dshs.texas.gov>
Subject: RE: Legal Assignment for COVID-19 Boilerplate for 44 Contracts

Good Afternoon James.

As discussed earlier today, CDC has granted additional funds for COVID-19 activities as originally put out through the contracts below. As discussed, we are amending the contracts to add these additional funds and to incorporate a revised budget for each of the allocations. Attached is the boilerplate template that will be used for all 42 contract amendments. The highlighted sections indicate areas that will be updated for each contract and Grantee. I have attached the executed base agreement, the NOGA as well as our boilerplate Amendment document.

Please let me know if you have any questions or concerns.

Thanks,

Jonah Wilczynski, CTCM

Unit Director - RLHO/Consumer Protection & Monitoring Unit
Contract Management Section (CMS)
Department of State Health Services (DSHS)
1100 W. 49th Street, Tower Bldg., T-502.3 | MC: 1990 | Austin, TX 78756
Office Phone: 512-776-6004 | Email: jonah.wilczynski@dshs.texas.gov



From: Burshtyn,James H (HHSC)
Sent: Monday, March 23, 2020 1:15 PM
To: Wilczynski,Jonah (DSHS) <Jonah.Wilczynski@dshs.texas.gov>
Cc: Melchior,Patty (DSHS) <Patty.Melchior@dshs.texas.gov>
Subject: FW: Legal Assignment for COVID-19 Boilerplate for 44 Contracts

Jonah,

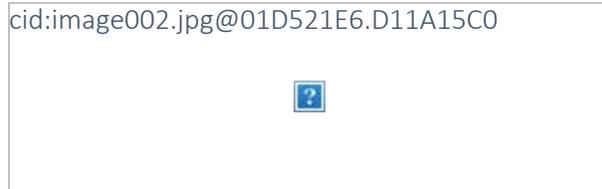
I accepted your edits to the SOW. The template for this contract is approved.

Thank you,

James

James Burshtyn | Associate Director
Office of Chief Counsel | System Contracting
4900 N. Lamar Blvd. | Mail Code: 1100
Austin, TX 78751-2316
Office: 512-424-6490
www.hhs.texas.gov | www.dshs.texas.gov

cid:image002.jpg@01D521E6.D11A15C0



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From: Wilczynski,Jonah (DSHS)
Sent: Monday, March 23, 2020 1:07 PM
To: Burshtyn,James H (HHSC) <James.Burshtyn@hhsc.state.tx.us>
Cc: Melchior,Patty (DSHS) <Patty.Melchior@dshs.texas.gov>
Subject: RE: Legal Assignment for COVID-19 Boilerplate for 44 Contracts

James,

Please see my additional explanation and updates to further define activities (required and allowable) within the SOW and let me know if this is acceptable.

Saved changes to the signature document and DUA here.

Please review and provide final approval.

Jonah Wilczynski, CTCM

Unit Director - RLHO/Consumer Protection & Monitoring Unit
Contract Management Section (CMS)
Department of State Health Services (DSHS)

1100 W. 49th Street, Tower Bldg., T-502.3 | MC: 1990 | Austin, TX 78756
Office Phone: 512-776-6004 | Email: jonah.wilczynski@dshs.texas.gov



From: Burshtyn, James H (HHSC)
Sent: Monday, March 23, 2020 12:32 PM
To: Wilczynski, Jonah (DSHS) <Jonah.Wilczynski@dshs.texas.gov>
Cc: Melchior, Patty (DSHS) <Patty.Melchior@dshs.texas.gov>
Subject: RE: Legal Assignment for COVID-19 Boilerplate for 44 Contracts

Good afternoon, Jonah.

I've attached the following three documents to this email:

1. Contract Signature Document;
2. Statement of Work; and
3. Data Use Agreement.

For the reasons stated in our telephone conversation, I made a few edits to the attached documents, including comments to the SOW. All edits are in track changes.

Please let me know if you have any questions regarding this matter. If you need to call me, I may be reached at 512.346.7486.

Thank you,

James
James Burshtyn | Associate Director
Office of Chief Counsel | System Contracting
4900 N. Lamar Blvd. | Mail Code: 1100
Austin, TX 78751-2316
Office: 512-424-6490
www.hhs.texas.gov | www.dshs.texas.gov

cid:image002.jpg@01D521E6.D11A15C0



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From: Wilczynski,Jonah (DSHS)
Sent: Monday, March 23, 2020 11:29 AM
To: Burshtyn,James H (HHSC) <James.Burshtyn@hhsc.state.tx.us>
Cc: Melchior,Patty (DSHS) <Patty.Melchior@dshs.texas.gov>
Subject: FW: Legal Assignment for COVID-19 Boilerplate for 44 Contracts

Good Morning James.

In follow-up to the request discussed this weekend, attached are the boilerplate contract templates that will be utilized to award 44 Local Health Departments, funding for COVID-19 response as awarded by CDC through FOA CDC-RFA-TP18-1802. Funds were awarded in two parts, Component A (contracts for Dallas, Tarrant and San Antonio as related to Lab activities), this boilerplate was approved by Barbara Hutzler and now Component B which has a larger focus on surveillance and testing.

Within the SOW and allowable under the grant guidance, **Pre-Award Costs:** Pre-award costs dating back to January 20, 2020 – when CDC first activated its Emergency Operations Center (EOC) – and directly related to the COVID-10 outbreak response are allowable. To account for this and within the Attachment B – Budget, we propose requesting the pre-award costs separately from their contract allocation which will help DSHS account for these costs for reporting purposes back to CDC.

These funds have been authorized for disbursement by DSHS and they need to go out quickly. Following Legal approval we will finalize contract development for all 44 and initiate contract routing. Please let me know if you have any questions. I have also attached the FOA.

Jonah Wilczynski, CTCM

Unit Director - RLHO/Consumer Protection & Monitoring Unit

Contract Management Section (CMS)

Department of State Health Services (DSHS)

1100 W. 49th Street, Tower Bldg., T-502.3 | MC: 1990 | Austin, TX 78756

Office Phone: 512-776-6004 | Email: jonah.wilczynski@dshs.texas.gov



Certificate Of Completion

Envelope Id: C8A338927AB643328139A35171682E38	Status: Completed
Subject: Amending \$578,850.;HHS000768700001;Corpus Christi-Nueces Cnty Pub. Hlth Dist A-1;DSSH CPS/COVID-19	
Source Envelope:	
Document Pages: 13	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Texas Health and Human Services Commission
Time Zone: (UTC-06:00) Central Time (US & Canada)	1100 W. 49th St.
	Austin, TX 78756
	PCS_DocuSign@hhsc.state.tx.us
	IP Address: 167.137.1.11

Record Tracking

Status: Original	Holder: Texas Health and Human Services	Location: DocuSign
5/19/2020 8:23:57 AM	Commission	
	PCS_DocuSign@hhsc.state.tx.us	

Signer Events

Annette Rodriguez
 annetter@cctexas.com
 Health Director
 Corpus Christi-Nueces County Public Health District
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

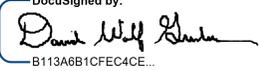
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Timestamp

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 Viewed: 5/19/2020 11:04:52 AM
 Signed: 5/19/2020 4:22:03 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

David Gruber
 david.gruber@dshs.texas.gov
 Associate Commissioner for RLHS
 Texas Health and Human Services Commission
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 B113A6B1CFEC4CE...
 Signature Adoption: Drawn on Device
 Using IP Address: 160.42.85.8

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 Viewed: 5/20/2020 11:24:07 AM
 Signed: 5/20/2020 11:24:11 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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CMS	COPIED	Sent: 5/19/2020 8:29:40 AM
CMUcontracts@dshs.texas.gov		
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Quynh-Nhi Ge Quynhnhhi.Ge@dshs.texas.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/19/2020 8:29:40 AM Viewed: 5/19/2020 8:47:22 AM
Dina Chavez dina@cctexas.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 5/19/2020 8:29:41 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/19/2020 4:22:05 PM
Certified Delivered	Security Checked	5/20/2020 11:24:07 AM
Signing Complete	Security Checked	5/20/2020 11:24:11 AM
Completed	Security Checked	5/20/2020 11:24:11 AM

Payment Events	Status	Timestamps
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