STATEMENT OF WORK

1. **Project Description:**

This project serves to strengthen both the public health and environmental workforce throughout Colorado. COVID-19 has added to the workload of the public health and environmental workforce, including grants and contracts monitoring staff. COVID-19 is also coinciding with a difficult hiring environment for many public health roles. Moreover, COVID-19 is affecting the employees' retention system across LPHAs, causing a shortage of the skillful workforce needed to provide core healthcare services to all Coloradans. The Colorado Department of Public Health and Environment’s (CDPHE) Office of Public Health Practice, Planning, and Local Partnerships (OPHP) will work with all Local Public Health Agencies (LPHAs) and tribes to support public health workers in the public health system.

CDPHE will support LPHAs with additional resources to address the increased labor market competition, increased workload demands, and will monitor that public health and environmental staff have the proper knowledge and training. Local Public Health Agencies shall hire staff, and implement a new employees retention system through professional development training and cross-training.

1. **Definitions:**

1. CDC: Centers for Disease Control and Prevention

2. OPHP: Office of Public Health Practice, Planning, and Local Partnerships

3. CDPHE: Colorado Department of Public Health and Environment

1. **Work Plan:**

|  **Goal #1**: Support public health throughout Colorado by creating a strong workforce, promoting collaborations, and planning. |
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| **Objective #1:**  No later than June 30, 2023, the Contractor shall support a staff capacity-building plan to respond to immediate and future impacts resulting from the COVID-19 pandemic. |
| **Primary Activity #1** | 1. The Contractor shall create a staff capacity-building plan
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| **Primary Activity #2** | 1. The Contractor shall create a final project budget.
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| **Primary Activity #3** | 1. The Contractor shall provide training to staff to improve:
2. public health knowledge, and
3. staff retention.
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| **Primary Activity #4** | 1. The Contractor shall monitor the spend down of the Workforce award.
2. The Contractor shall update Workforce award budgets to show the spend down progress.
3. The Contractor shall have a midpoint budget check in with CDPHE
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| **Primary Activity #5** | 1. The Contractor shall create reports.
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| **Sub-Activities #5** | 1. The Contractor shall create a mid-year progress report.
2. The Contractor shall create a final report.
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| **Standards and****Requirements**  | 1. The content of electronic documents located on CDPHE and non-CDPHE websites and information contained on CDPHE and non-CDPHE websites may be updated periodically during the Contract term.
2. The Contractor shall comply with the requirements stated in the COVID-19 Public Health Workforce Supplemental Funding Guidance. This document is incorporated and made part of this contract by reference and is available on the following website: <https://www.cdc.gov/cpr/readiness/00_docs/CDC_Crisis_Response_COVID_19_Funding_PH_Workforce_Guidance_May_2021.pdf>
3. The Contractor shall comply with allowability of expenditures as listed in the CDPHE OPHP CDC Workforces Allowability Roadmap; Allowable costs for funding source can be found on the following website: https://cdphe-lpha.colorado.gov/workforce-funding-wf
4. The Contractor shall participate in CDPHE led post award meeting(s).
5. CDPHE will schedule the midpoint budget check in meeting the Contractor within 45 days of PO execution..
6. The Contractor shall ensure all funding requirements are met with all expenses including subcontractors.
7. The Contractor shall ensure the project budget is paced throughout the full term of the contract.
8. The Contractor shall communicate any projected budget changes to the CDPHE contract monitor that may result in unobligated funds within 30 days of acknowledgment of changes or by the designated deliverables at the midpoint of contract expiration. Projected budget changes could be staff changes, changes in county support, etc.
9. The Contractor shall use the CDPHE form for the staff capacity-building plan outlining the strategy to implement to address the public health and environmental workforce shortage. The staff capacity-building plan shall :
	1. provide a description of all public health and environmental positions under consideration for hiring process
	2. identify a list of professional development training and cross-training to improve staff public health knowledge
	3. include a description of employees’ retention program to implement to reduce the risk of workforce shortage.
	4. describe how the agency addresses health equity in hiring practices and training workforce that represents communities served.
10. The Contractor shall use the CDPHE budget template for the final project budget.
11. The Contractor shall use CDPHE mid-year and final progress reports forms.
12. CDPHE will electronically provide the Contractor, within ten (10) days from the contract execution, with :
	1. a staffing Capacity Building Plan form
	2. a project final budget template
13. CDPHE will electronically provide the Contractor, within thirty (30) days from contract execution, with a mid-year progress report and a final progress report form.
14. CDPHE will compile data that has been provided by the Contractor to other CDPHE programs to verify services provided.
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| **Expected Results of Activity(s)** | Increase and maintain public health workforce within initiatives related to staffing capacity  |
| **Measurement of Expected Results** | 1. Completed Staffing Capacity Building Plan
2. Number of:
	1. Full Time Equivalents (FTE) hired, and/or
	2. Full Time Equivalents (FTE)trained, and/or
	3. Full Time Equivalents (FTE)receiving retention efforts, and/or
	4. Interns hired
 |
|  | **Completion Date** |
| **Deliverables** | 1. The Contractor shall submit a staff capacity-building plan.
 | No later than 30 days after Contract execution |
| 1. The Contractor shall submit the final project budget template electronically.
 | No later than 30 days after Contract execution.  |
| 1. The Contractor shall submit a mid-year progress report electronically.
 | No later than November 30, 2022. |
| 1. The Contractor shall submit a final progress report electronically.
 | No later than June 15, 2023. |

1. **Monitoring:**

CDPHE’s monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the Office of Public Health Practice, Planning, and Local Partnerships’ Contract Monitor. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports, site visits, and other fiscal and programmatic documentation as applicable. The Contractor’s performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

1. **Resolution of Non-Compliance:**

The Contractor will be notified in writing within **(7)** calendar daysof discovery of a compliance issue. Within **(30)** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and timeline for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the timeline, the Contractor must email a request to the Contract Monitor and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure timelines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the provisions of this contract.

1. **Attestation:**

The Vendor agrees to perform services in accordance with the terms and conditions of the Purchase Order to include a Statement of Work and Budget.

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Contractor Name (Print) and Title

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Contractor Signature

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Date