

# AGREEMENT FOR SERVICES

#688-PHD1107

*with*

## HEALTHCARE TECHNOLOGY MANAGEMENT SERVICES

*regarding*

## INFORMATION TECHNOLOGY PLANNING AND SYSTEM PROCUREMENT SERVICES

**THIS AGREEMENT** made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Healthcare Technology Management Services, an Indiana corporation, duly qualified to conduct business in California, whose principal place of business is 12036 Windpointe Pass, Carmel Indiana, 46033 (hereinafter referred to as "Consultant");

### WITNESSETH

**WHEREAS**, County has determined that it is necessary to obtain a consultant to provide information technology planning and system procurement services related to the Access El Dorado ("ACCEL") Initiative for the County Public Health Department ("Public Health"); and

**WHEREAS**, Consultant provided such services for the County Public Health Department prior to the term of Agreement #688-PHD1107 and has tendered its performance to County; and

**WHEREAS**, the prior services performed by Consultant are within the scope of services to be performed under Agreement #688-PHD1107; and

**WHEREAS**, Consultant has represented to County that such prior services conform to all the conditions and requirements of Agreement #688-PHD1107; and

**WHEREAS**, County agrees to accept prior services performed by Consultant on the condition that such services conform to all the conditions and requirements of Agreement #688-PHD1107; and

**WHEREAS**, the prior services performed by Consultant are fully funded by a grant from the Agency for Healthcare Quality and Research, of which County is a recipient; and

**WHEREAS**, Consultant has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

**WHEREAS**, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

**WHEREAS**, County has determined that the provisions of such services provided by Consultant are in the public's best interest, are more economically and feasibly performed by outside independent Consultants as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

**NOW, THEREFORE**, County and Consultant mutually agree as follows:

## **ARTICLE I**

**Scope of Services:** Consultant agrees to provide consulting services related to four (4) specific initiatives:

1. Implementation Services to assist with the installation of the ACCEL care pathways application, and
2. Selection and procurement services to acquire a county wide Health Information Exchange ("HIE"), and
3. Development of an ACCEL cost model/business plan, and
4. Assist with the development of a governance process and structure.

### **Care Pathways Application Implementation**

Consultant will assist Public Health with the implementation of the Care Pathways Application. Activities will include, but are not limited to, the development of a project plan, identification of a project team, and participation in project oversight.

### **Health Information Exchange Selection & Procurement**

Consultant will provide planning, oversight, and participation in the selection and procurement of an application to support the HIE. These efforts will include, but are not limited to: 1) vendor identification, 2) selection process plan, 3) development/issue/review of a request for proposal, and 4) evaluation of vendors and products, and selection of the preferred vendor. All procurement activities will be coordinated with County's Purchasing Agent and performed in accordance with County's Purchasing Ordinance and its Board of Supervisors' Procurement Policies.

### **ACCEL Cost Model / Business Plan**

Consultant will assist Public Health with the development of a cost model and business plan. Specific activities will include, but are not limited to: 1) document the context, strategy, and approach that ACCEL will take when executing its Care Pathway & HIE, 2) survey & engage

the participation, support, and commitment of collaborating organizations and stakeholders, 3) identify key financing options, costs, and benefits to work toward a model of sustainability, 4) serve as a means to communicate ACCEL's goals and progress towards stated objectives, and 5) create a foundation upon which the project can be executed.

### **Governance Process and Structure**

Consultant will assist Public Health with the establishment of an independent entity to function as the permanent governing body of the ACCEL Initiative. Services performed and/or provided by Consultant shall include, but are not limited to, planning, development, and institution of said permanent, independent governing body.

### **ARTICLE II**

**Term:** This Agreement shall be effective when signed by both parties hereto and shall expire September 30, 2008 unless earlier terminated pursuant to the provisions under Article VIII herein.

### **ARTICLE III**

**Compensation for Services:** County shall reimburse Consultant within forty-five (45) days of receipt of invoices for services performed and/or provided during the term of this Agreement which reflect a description of services performed, compensation due for each service, and total compensation due for all services.

County has accepted services performed by Consultant meeting the description under Article I, Scope of Services, Item 3., prior to the effective date of this Agreement. County agrees to compensate Consultant in the amount of \$35,000.00 for such prior services. County shall pay Consultant on a fixed fee basis for each initiative, according to the following schedule:

1. Implementation Services \$45,000 total fees and expenses, payable in three installments;
2. HIE Selection and procurement \$2,000 total fees and expenses, payable in a single installment
3. Business Plan \$2,000 total fees and expenses, payable in a single installment
4. Governance process and structure \$30,000 total fees and expenses, payable in three installments

The total amount herein agreed to be paid by County, including the amount for services performed during the term described above, and the additional agreed payment of \$35,000 for prior accepted services, shall not exceed \$114,000.00.

### **ARTICLE IV**

**Changes to Agreement:** This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

### **ARTICLE V**

**Consultant to County:** It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Consultant shall act as Consultant only to County and shall not act as

Consultant to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Consultant's responsibilities to County during term hereof.

## **ARTICLE VI**

**Independent Consultant/Liability:** Consultant is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Consultant exclusively assumes responsibility for acts of its employees, associates, and sub-consultants, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment.

Consultant shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Consultant or its employees.

## **ARTICLE VII**

**Fiscal Considerations:** The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be canceled in its entirety subject to payment for services performed prior to cancellation.

## **ARTICLE VIII**

### **Default, Termination, and Cancellation:**

A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended in the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date in which the

extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Consultant.
- C. Ceasing Performance: County may terminate this Agreement in the event Consultant ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.
- D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part seven (7) calendar days upon written notice by County for any reason. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Consultant, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Consultant shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

## **ARTICLE IX**

**Notice to Parties:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

EL DORADO COUNTY PUBLIC HEALTH DEPARTMENT  
931 SPRING STREET  
PLACERVILLE, CA 95667  
ATTN: GAYLE ERBE-HAMLIN, DIRECTOR

or to such other location as the County directs.

Notices to Consultant shall be addressed as follows:

HEALTHCARE TECHNOLOGY MANAGEMENT SERVICES, INC.  
P.O. BOX 1664  
INDIANAPOLIS, IN 46206  
ATTN: MICHAEL A. WEIHER

or to such other location as the Consultant directs.

## **ARTICLE X**

**Indemnity:** To the fullest extent of the law, Consultant shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Consultant's services, operations, or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Consultant, sub-consultant(s) and employee(s) of any of these, except for the sole, or active negligence of the County, its officers and employees, or as expressly provided by statute. This duty of Consultant to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

## **ARTICLE XI**

**Insurance:** Consultant shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Consultant maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employers' Liability Insurance covering all employees of Consultant as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$1,000,000 is required in the event motor vehicles are used by the Consultant in the performance of the Agreement.
- D. In the event Consultant is a licensed professional, and is performing professional services under this Agreement, professional liability (for example, malpractice insurance) is required with a limit of liability of not less than \$1,000,000 per occurrence.
- E. Consultant shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- F. The insurance will be issued by an insurance company acceptable to the Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- G. Consultant agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Consultant agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the Risk Management Division and Consultant agrees that no work or services shall be performed prior to the giving

of such approval. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.

- H. The certificate of insurance must include the following provisions stating that:
1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
  2. The County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to all liability policies except worker's compensation and professional liability insurance policies.
- I. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- J. Any deductibles or self-insured retentions must be declared to and approved by the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- K. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- L. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- M. Consultant's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- N. In the event Consultant cannot provide an occurrence policy, Consultant shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- O. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with the Risk Management Division, as essential for protection of the County.

## **ARTICLE XII**

**Interest of Public Official:** No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Consultant under this Agreement

shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership, or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

### **ARTICLE XIII**

**Interest of Consultant:** Consultant covenants that Consultant presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Consultant further covenants that in the performance of this Agreement no person having any such interest shall be employed by Consultant.

### **ARTICLE XIV**

**California Residency (Form 590):** All independent Consultants providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certifying that they have a permanent place of business in California or are otherwise qualified to do business in California. The Consultant will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7) percent of each payment made to the Consultant during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

### **ARTICLE XV**

**Taxpayer Identification / Form W9:** All individuals/sole proprietors, corporations, partnerships, associations, organizations or public entities providing services to the County shall provide a fully executed Department of the Treasury Internal Revenue Service Form W-9, "Request for Taxpayer Identification Number and Certification".

### **ARTICLE XVI**

**County Business License:** It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County, without possessing a County business license, unless exempt under County Code, Section 5.08.070.

### **ARTICLE XVII**

**Venue:** Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Consultant waives any removal rights it might have under Code of Civil Procedure Section 394.

### **ARTICLE XVIII**

**Administrator:** The County Officer or employee with responsibility for administering this Agreement is Gayle Erbe-Hamlin, Director of Public Health, or successor.

### **ARTICLE XIX**

**HIPAA:** Under this Agreement, Consultant will provide services to County, and in conjunction with the provision of such services, certain Protected Health Information ("PHI") may be made



available to Consultant for the purposes of carrying out its obligations. Consultant agrees to comply with all the terms and conditions of Exhibit A, HIPAA Business Associate Agreement, attached hereto and made by reference a part hereof, regarding the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the regulations promulgated thereunder.

#### **ARTICLE XX**

**Authorized Signatures:** The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

#### **ARTICLE XXI**

**Partial Invalidity:** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

#### **ARTICLE XXII**

**Entire Agreement:** This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

**DEPARTMENT HEAD CONCURRENCE**

By: \_\_\_\_\_  
Gayle Erbe-Hamlin, Director  
Public Health Department

Date: \_\_\_\_\_

**CONSULTANT**

By: \_\_\_\_\_  
Michael A. Weiher, President  
Healthcare Technology Management Services

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Gina Craig, Corporate Secretary  
Healthcare Technology Management Services

Date: \_\_\_\_\_

**COUNTY OF EL DORADO**

By: \_\_\_\_\_  
Helen K. Baumann, Chairman  
El Dorado County Board of Supervisors

Date: \_\_\_\_\_

**ATTEST:**  
**Cindy Keck, Clerk**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
**Deputy Clerk**