

SEP 2 / 2013

19261

EXECUTIVE DOCUMENT SUMMARY

State Form 41221 (R10/4-08)



Instructions for completing the EDS and the Contract process

Received
OCT 08 2013
DOA Contracts

- 1 Please read the guidelines on the back of this form
- 2 Please type all information
- 3 Check all boxes that apply
- 4 For amendments / renewals attach original contract
- 5 Attach additional pages if necessary

3. CONTRACTS & LEASES	
<input checked="" type="checkbox"/> Professional/Personal Services <input type="checkbox"/> Grant <input type="checkbox"/> Lease <input type="checkbox"/> Attorney <input type="checkbox"/> MOU <input type="checkbox"/> QPA	<input type="checkbox"/> Contract for procured Services <input type="checkbox"/> Maintenance <input type="checkbox"/> License Agreement <input checked="" type="checkbox"/> Amendment # <u>1</u> <input type="checkbox"/> Renewal # <u> </u> <input type="checkbox"/> Other <u> </u>
FISCAL INFORMATION	
4 Account Number 61910-94000 531010	5 Account Name ISDH DHHS Fund
6 Total amount this action \$36,000.00	7 New contract total 72,000.00
8 Revenue generated this action \$0.00	9 Revenue generated total contract \$0.00
10 New total amount for each fiscal year Year <u>2013</u> <u>\$36,000.00</u> Year <u>2014</u> <u>\$36,000.00</u> Year <u> </u> <u>\$ </u> Year <u> </u> <u>\$ </u>	
TIME PERIOD COVERED IN THIS EDS	
11 From (month, day, year) 9/30/2013	12 To (month, day, year) 9/29/2014
13 Method of source selection <input type="checkbox"/> Bid/Quotation <input type="checkbox"/> Emergency <input checked="" type="checkbox"/> Negotiated <input type="checkbox"/> RFP# <u> </u> <input type="checkbox"/> Other (specify) <u> </u> <input type="checkbox"/> Special Procurement	
35 Will the attached document involve data processing or telecommunications systems? <u>Yes</u> IOT or Delegate has signed off on contract	
36 Statutory Authority (C. applicable Indiana Federal Code) N/A	
37 Description of work and justification for spending money (Please briefly describe the scope of work included in agreement) The AHP will work to increase awareness about how the built environment can facilitate increased physical activity and reduce cancer risk by maintaining and growing database of partners supporting Complete Streets policies at the local, MPO and state levels participating in the Indiana Cancer Consortium (ICC) and promoting the ICC through its partner network and conducting state and regional workshops/trainings educate stakeholders on how to implement Complete Streets policies in their communities. These efforts support implementation of the state cancer control plan and the cancer policy grant work plan.	
38 Justification of vendor selection and determination of price reasonableness The vendor is an established critical partner of the cancer section. The only vendor qualified to meet the deliverables of the contract, and through its already existing work with the cancer section. Cost comparable to costs of similar deliverables for other programs.	
39 If the contract submitted late please explain why (Required from release 30 days prior) <div style="text-align: right;"> RECEIVED OCT 0 2013 OAG 11/15/13 </div>	
40 Agency fiscal officer or representative approval 	41 Date approved 9/25/13
44 Attorney General Office approval 	45 Date Approved 10/10/13
46 Agency representative receiving from AG 	
47 Date Approved 10/10/13	

REQUISITION

Ship To State Department of Health
Section 2-C
2 N MERIDIAN ST
INDIANAPOLIS IN 46204

Bill to State Department of Health
Section 2-C
2 N MERIDIAN ST
INDIANAPOLIS IN 46204

Requisition No 0000022901	Date 09/11/2013	Required Date	Page 1 of 1
Fund/Account	61910 / 531010		
Dept Number	195096		
Project Number	40093283DCCCC14		
Requisition Number	0000022901		
Requestor	GALLEN Allen Gary-400		
Agency Number	00400 Department of Health		
Facility			

MUST COMPLETE FOR ICPR

☐ Print REQ
☐ Streamline Eligible

Line	Item	Description	Quantity	UOM	Unit Price	Ext Amt
The vendor is an established critical partner of the cancer section is the only vendor qualified to meet the deliverables of the contract and is tied to our CDC grant deliverables through its already existing work with the cancer section Cost is comparable to costs of similar deliverables for other programs						
1 1		Amend #1 A70 3-096134 9/30/13 2/29/14	1	0000 LO	36 000 0000	36 000 00

Vendor 0000217395 ALLIANCE FOR HEALTH

< EDS# A70-3-096134
EXISTING PURCHASE ORDER #13537919

The following UN/CEFACT Unit of Measure
Common Codes are used in this document
LO Lot

Requisition Total \$ 36 000 00

Requestor Signature	I certify that the item[s] requested is [are] necessary for the operation of this State Agency	
	Printed Name of Agency Head or Authorized Employee	Authorized Signature

JH
9/23/13

61910-531010-400PICPCYR01013
PIC 1073 1

Amendment No 1
EDS Number A70-3-096134

This is an Amendment to the existing **Policy Initiatives for Cancer Prevention & Control in Indiana Professional Services Contract** entered into by and between the **Indiana State Department of Health** (hereinafter referred to as the **State**) and **Alliance for Health Promotion Inc** (hereinafter referred to as the **Contractor**) for the period from **September 30 2012 through September 29 2013** in the amount of \$36 000

In consideration of the mutual undertakings and covenants hereinafter set forth the parties agree as follows

The amount of the Professional Services Contract is being increased by **\$36 000** making the new total of the Professional/Personal Services Contract **\$72 000** The additional funds will be used to **add an additional year to the current contract** Activities are described in Attachment A 1 attached hereto which replaces Attachment A made a part hereof and incorporated herein by reference as a part of this Professional Services Contract The expiration date of this Professional Services Contract is being extended to **September 29 2014**

Paragraph 2 – Consideration is amended to read

The Contractor will be paid monthly in arrears using the rate(s) set out on Attachment B-1 Payments shall not exceed \$36 000 for the period of September 30 2012 through September 29 2013 and \$36 000 for the period of September 30 2013 through September 29 2014 Total remuneration under this Contract shall not exceed \$72 000

Paragraph 34C is amended to read

All accounts will be closed sixty (60) days after the end of each Contract period as specified in Paragraph 2 Any invoice submitted after sixty (60) days will not be reimbursed by the State

Paragraph 54 – Federal and State Third Party Contract Provisions is added to read

If part of the Contract involves the payment of federal funds the Contractor and if applicable its contractors shall comply with the federal grant / contract provisions attached as Attachment C and incorporated fully herein

Paragraph 55 Assignment of Antitrust Claims is added to read

As part of the consideration for the award of this Contract the Contractor assigns to the State all right title and interest in and to any claims the Contractor now has or may acquire under state or federal antitrust laws relating to the products or services which are the subject of this Contract

All other matters previously agreed to and set forth in the original Professional Services Contract and not affected by this Amendment shall remain in full force and effect

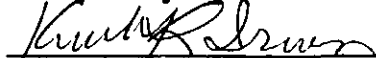
Non-Collusion and Acceptance

The undersigned attests subject to the penalties for perjury that he/she is the Contractor or that he/she is the properly authorized representative agent member or officer of the Contractor that he/she has not nor has any other member employee representative agent or officer of the Contractor directly or indirectly to the best of his/her knowledge entered into or offered to enter into any combination collusion or agreement to receive or pay and that he/she has not received or paid any sum of money or other consideration for the execution of this Contract other than that which appears upon the face of this Contract

The rest of this page has been left blank intentionally

In Witness Whereof the Contractor and the State of Indiana have through duly authorized representatives entered into this Professional Services Contract Amendment. The parties having read and understanding the foregoing terms of the Professional Services Contract Amendment do by their respective signatures dated below agree to the terms thereof

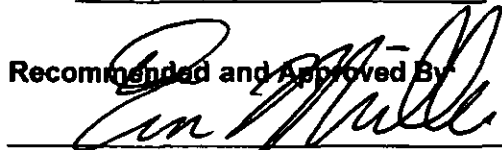
Accepted By



KIM IRWIN, MPH
EXECUTIVE DIRECTOR
ALLIANCE FOR HEALTH PROMOTION INC

DATE 9/23/13

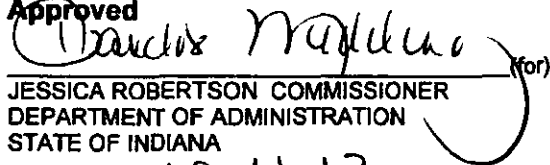
Recommended and Approved By



WILLIAM C. VANNESS II MD
STATE HEALTH COMMISSIONER
INDIANA STATE DEPARTMENT OF HEALTH

DATE 9/25/13

Approved



JESSICA ROBERTSON COMMISSIONER
DEPARTMENT OF ADMINISTRATION
STATE OF INDIANA

DATE 10 4 13

Approved as to Form and Legality



GREGORY F. ZOELLER
ATTORNEY GENERAL OF INDIANA

DATE 10/15/13

Approved



BRIAN E. BAILEY DIRECTOR
STATE BUDGET AGENCY
STATE OF INDIANA

DATE 10/6/13

Attachment A 1
Alliance for Health Promotion – Federal Policy Initiatives
EDS No A70-3-096134
September 30 2013 — September 29 2014

The Indiana State Department of Health (ISDH) receives federal funding from the Centers for Disease Control and Prevention (CDC) to reduce the burden of cancer in Indiana through the development implementation and evaluation of the Indiana Cancer Control Plan (ICCP) 2010 2014. The ICCP includes six focus areas: primary prevention, early detection, treatment, quality of life, data, and advocacy. The goal of the primary prevention focus area is to decrease cancer risk through lifestyle behavioral interventions. Approximately two thirds of cancer deaths can be prevented through lifestyle and behavioral modification, such as increasing physical activity, maintaining a healthy weight, consuming the recommended servings of fruits and vegetables, abstaining from tobacco, etc. Among the known benefits of regular physical activity is reduced cancer risk. Given the continuing burden of cancer and cancer disparities in Indiana, state cancer control programs are in a unique position to implement policy, systems, and environmental change initiatives and evoke sustainable, far reaching impact on the burden of cancer. Built environment policies, such as complete streets, provide opportunities for increased physical activity by incorporating features that promote regular walking, cycling, and transit use into almost all roadways.

The Alliance for Health Promotion (AHP) collaborates with organizations in the public and private sectors to implement best practice approaches for health promotion and disease prevention in Indiana. An AHP initiative, Health by Design (HBD), is a coalition of diverse partners working to ensure that communities around the state have neighborhoods, public spaces, and transportation infrastructure that promote physical activity and healthy living. Inclusive of HBD, the Indiana Complete Streets Campaign provides technical assistance to communities to support the development and implementation of complete streets policies at the local level.

Services and Deliverables for Contract

For the period of September 30, 2013 through September 29, 2014, AHP will provide the following services and deliverables to ISDH through management and coordination of HBD.

Services	Associated Deliverables	Due Dates	Remit Deliverables To
Coalition Management from September 30, 2013 through September 29, 2014			
Work with Cancer Policy Director to increase awareness about how the built environment can facilitate increased physical activity behavior	Documentation of activities progress	Quarterly	Cancer Control Section Director, ISDH
Work with Cancer Policy Director to identify, recruit, engage and maintain partners for Complete Streets policy initiatives	Documentation of activities progress	Quarterly	Cancer Control Section Director, ISDH
Continue to build and sustain an Indiana Complete Streets	Documentation of activities	Quarterly	Cancer Control Section

workgroup by actively recruiting new organizational partners re engaging established partners recognizing outstanding partners and implementing other strategies as directed	progress		Director ISDH
Organize plan implement and document Indiana Complete Streets workgroup meetings and activities as directed	Documentation of activities meeting minutes action items progress	Quarterly	Cancer Control Section Director ISDH
Maintain and grow a database of partners supporting Complete Streets policies statewide and at the local level	Updated database	Quarterly	Cancer Control Section Director ISDH
Implement the Indiana Complete Streets Communications Plan and implement and maintain related communications (website listserv newsletters social media)	Documentation of activities reach Including communication means utilized reach of communications new/advancing strategies in communications report on any earned/paid/social media products or strategies	Quarterly	Cancer Control Section Director ISDH
Support the Indiana Cancer Consortium (ICC) through social media tools including Facebook Twitter email and blogs	Documentation of activities reach	Quarterly	Cancer Control Section Director ISDH
Develop Indiana Complete Streets materials presentations and tools utilized in education outreach and recruitment	Documentation of activities Completed materials/products	Quarterly	Cancer Control Section Director ISDH
Work with the ICC to align Complete Streets messaging across partners including but not limited to the Indiana Healthy Weight Initiative (IHWI) ICC and HbD	Documentation of activities	Quarterly	Cancer Control Section Director ISDH
Conduct Complete Streets media advocacy training to ICC and HbD coalition members and partners	Documentation of activities	Quarterly	Cancer Control Section Director ISDH
Conduct regional training workshops and other public events as appropriate to educate stakeholders on how to implement Complete Streets in their communities	Documentation of activities	Quarterly	Cancer Control Section Director ISDH
Participate on ICC Advocacy Committee and ICC Primary Prevention Action Team and attend and be available to speak at ICC events and meetings including but not limited to ICC Steering Committee meetings and ICC Annual Meeting	Attendance and documentation of participation	Quarterly	Cancer Control Section Director ISDH
Attend requested meetings with ISDH partners – including chronic disease section staff meetings division updates chronic disease communications team meetings and Chronic Disease Advisory	Attendance and documentation of participation	Quarterly	Cancer Control Section Director ISDH

Group meetings			
Work with the ICC and the Cancer Policy Director IHWI Division of Nutrition and Physical Activity and HbD partners to maintain a database of local Complete Streets policies around the state	Documentation of activities progress database of policies	Quarterly	Cancer Control Section Director ISDH
Participate in evaluation of Indiana Complete Streets workgroup functioning and impact	Documentation of activities progress	Quarterly	Cancer Control Section Director ISDH
Administer evaluation/assessment tools to Indiana Complete Streets partners as needed	Documentation of activities progress	Quarterly	Cancer Control Section Director ISDH
Explore ways to evaluate Complete Streets policy adoption and implementation	Documentation of activities progress	Quarterly	Cancer Control Section Director ISDH
Participate in and present at relevant local statewide and national conferences and events as appropriate	Documentation of activities attendance list or estimate	Quarterly	Cancer Control Section Director ISDH

Attachment B 1
Alliance for Health Promotion – Federal Policy Initiatives
EDS No A70-3-096134
September 30 2013 — September 29 2014

Budget

Payment shall be due for satisfactory completion of the deliverables outlined in Attachment A 1 Such payment shall be paid by ISDH once monthly in arrears

	Cost
Personnel – management of coalition management deliverables above 1394 hours x \$24 04 hourly rate	\$33 511 76
Travel – instate mileage – for personnel 2246 miles @ current state approved rate of \$0 44/mile	\$988 24
Training supplies	\$500 00
Printing costs for coalition materials and assessment tools	\$500 00
Implementation of strategies to achieve objectives outlined in Indiana Cancer Control Plan 2010-2014	\$500 00
TOTAL	\$36 000 00
ROUNDED TOTAL	\$36,0000

Any deviation in program expenditures must be requested in writing to the ISDH Cancer Control Section Director and approval granted by the Director of Cancer Control prior to funds being moved or expended Funds may not be used to support research activities purchase of food or drinks purchase of clinical materials or provision of direct clinical services Funds cannot be used for lobbying purposes

Any conference materials (including promotional materials agenda and internet site) for a conference activity supported by these funds must include the following statement Funding for this conference was made possible (in part) by the cooperative agreement award U55DP003020 from the Centers for Disease Control and Prevention The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of the Department of Health and Human Services nor does mention of trade names

commercial practices or organizations imply endorsement by the U S Government Neither the Health and Human Services nor the CDC logo can be used on conference materials without the expressed written consent of either the CDC Project Officer or Grants Management Officer Requests for this consent will need to be facilitated by the ISDH Cancer Control Section Director

Any publications journal articles etcetera produced with the support of these funds must bear an acknowledgement and disclaimer such as 'This publication was supported by cooperative agreement award U55DP003020 from the Centers for Disease Control and Prevention Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention

Attachment C
C F D A. Title
EDS # A70-3-096134

Federal Agency U S Department of Health and Human Services

C F D A. Number 93 283

Document ID Number 5U55DP003020

Award Name Demonstrating the Capacity of Comprehensive Cancer Control Programs

Award Year FFY2013

1 Incorporation

This award is based on the application as approved the Indiana State Department of Health (ISDH) submitted to the Department of Health and Human Services relating to the program and is subject to the terms and conditions incorporated either directly or by reference in the following

a The grant program legislation and program regulation by statutory authority as provided by 317(K)(2) 42 USC 247B(K)(2) and all other referenced codes and regulations

b 45 CFR Part 74 45 CFR Part 92 or 45 CFR Part 96 as applicable

c The HHS Grants Policy Statement including addenda in effect as of the beginning date of the budget period (Parts I through III of the HHS GPS are currently available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>)

The Contractor or Grantee (as defined in the Contract or Grant Agreement) must comply with all terms and conditions outlined in the grant award including grant policy terms and conditions contained in applicable Grant Policy Statements requirements imposed by program statutes and regulations and grant administration regulations as applicable and any regulations or limitations in any applicable appropriations acts

2 Anti-kickback Statute

The Contractor or Grantee is subject to the anti-kickback statute and should be cognizant of the risk of criminal and administrative liability under this statute 42 U S C § 1320a 7b(b)

3 Victims of Trafficking and Violence Protection Act

The Contractor or Grantee is subject to the requirements of Section 106(g) of the Victims of Trafficking and Violence Protection Act of 2000 as amended (22 U S C § 7104)

4 Accessibility of Services

Services must not discriminate on the basis of age disability sex race color national origin or religion Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U S C § 2000d *et seq*) Title IX of the Education Amendments of 1972 (20 U S C § 1681 *et seq*) Section 504 of the Rehabilitation Act of 1973 (29 U S C § 701) the Age Discrimination Act of 1975 (42 U S C § 6101 *et seq*) and any provisions required by the implementing regulations of the Federal Agency providing the funds Resources are available at <http://www.justice.gov/crt/about/cor/coord/titlevi.php>

Executive Order 13166 requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency have meaningful access to services Resources are available at <http://www.lep.gov/13166/eo13166.html>

5 Federal Information Security Management Act (FISMA)

The Contractor or Grantee must protect all information systems electronic or hard copy which contain federal data from unauthorized access Congress and the Office of Management and

Attachment C
C F D A. Title
EDS # A70-3-096134

Budget (OMB) have instituted laws policies and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts Resources are available at <http://csrc.nist.gov/groups/SMA/fisma/index.html>

6 Registration Requirements

The Contractor or Grantee must register in the System for Award Management (SAM) and maintain the registration with current information Additional information about registration procedures may be found at www.sam.gov The entity must maintain the accuracy and currency of its information in SAM at all times during which the entity has an active award unless the entity is exempt from this requirement under 2 CFR 25.110 Additionally the entity must review and update the information at least annually after the initial registration

7 Non Delinquency on Federal Debt

Contractor or Grantee is subject to the Federal Debt Collection Procedures Act of 1990 28 U.S.C. § 3201(e) which imposes restrictions on the transfer of federal funds to persons or entities owing a debt to the United States

8 Federal Funds Disclosure Requirements

Any of the entity's statements press releases requests for proposals bid solicitations and other documents describing projects or programs supported in whole or in part by federal funds must state a) the percentage of the total costs of the program or project with federal financing b) the amount of federal funds for the project or program and c) the percentage and dollar amount of the total costs of the project or program financed by nongovernmental sources Nongovernmental sources means sources other than state and local governments and federally recognized Indian tribes

Publications journal articles etc produced under a grant support project must bear an acknowledgment and disclaimer as appropriate for example

This publication (journal article etc) was supported by the 5U55DP003020 from Health and Human Services Agency Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Health and Human Services Agency

9 Equipment and Products

To the greatest extent practicable all equipment and products purchased with federal funds should be American made 45 CFR 92 defines equipment as tangible non-expendable personal property (including exempt property) charged directly to an award having a useful life of more than one year AND an acquisition cost of \$5 000 or more per unit

The grantee may use its own property management standards and procedures provided it observes provisions of the relevant sections in the Office of Management and Budget (OMB) Circular A 110 and 45 CFR Part 92

10 Federal Funding Accountability and Transparency Act (FFATA)

In order for ISDH to comply with federal reporting requirements Contractor or Grantee must complete in its entirety the attached form titled Transparency Reporting Subawardee Questionnaire If the pre-populated information in the form regarding Contractor or Grantee is incorrect Contractor or Grantee should strike the incorrect information and enter the correct information ISDH will not execute this agreement until Contractor or Grantee completes the form in its entirety

Attachment C
C F D.A Title
EDS # A70-3-096134

11 Federal Lobbying Requirements

- A The Contractor certifies that to the best of its knowledge and belief that no federal appropriated funds have been paid or will be paid by or on behalf of the Contractor to any person for influencing or attempting to influence an officer or employee of any agency a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract the making of any federal grant the making of any federal loan the entering into of any cooperative agreement, and the extension continuation renewal amendment or modification of any federal contract grant loan or cooperative agreement
- B If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency a Member of Congress an officer or employee of Congress or an employee of a Member of Congress in connection with this federal Contract contract loan or cooperative agreement the Contractor shall complete and submit Disclosure Form to Report Lobbying in accordance with its instructions
- C The Contractor shall require that the language of subparagraphs A) and B) be included in the language of all subcontracts and that all subcontractors shall certify and disclose accordingly

For more information please contact the ISDH Office of Grants Management