

CONTRACT NUMBER	AM. NO.	REGISTRATION NUMBER
ENS-4066		4120080444765
TAXPAYERS FEDERAL EMPLOYER IDENTIFICATION NUMBER		

THIS AGREEMENT, made and entered into this 1st day of July, 2004, in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE	AGENCY	
<u>interim Director</u>	<u>Emergency Medical Services Authority</u>	hereafter called the State, and
CONTRACTOR'S NAME		
<u>San Mateo County EMS Agency</u>		hereafter called the Contractor.

WITNESSETH: That the Contractor for and In consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials as follows: *(Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)*

- STATEMENT OF WORK.** The Contractor shall complete the objectives as identified in the attached Section entitled "Objectives"(Attachment A). These are made a part of this agreement by this reference.
- TERM OF AGREEMENT.** The period of this Agreement shall be from July 1, 2004 through June 30, 2005.
- CONTRACT AMOUNT.** The total amount payable by the State to the Contractor shall not exceed \$75,000.00.
- BUDGET.** The attachment entitled "Budget" (Attachment B), is made a part of this Agreement by this reference. The budget submitted by Contractor shall not exceed Indirect/Administrative costs of not more than 10% of Personnel and Benefits only.

CONTINUED ON 31 SHEETS, EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA		CONTRACTOR	
AGENCY	CONTRACTOR (If other than an individual, state whether a corporation, partnership, etc.)		
<u>Emergency Medical Services Authority</u> BY (AUTHORIZED SIGNATURE)	<u>San Mateo County EMS Agency</u> BY (AUTHORIZED SIGNATURE) <u>Supervisor Mark Church</u>		
PRINTED NAME OF PERSON SIGNING	PRINTED NAME OF PERSON SIGNING		
<u>Richard E. Watson</u>	<u>President, Board of Supervisors</u>		
TITLE	ADDRESS		
<u>Interim Director</u>	<u>225 37th Avenue, San Mateo, CA 94403</u>		
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ <u>75,000.00</u>	PROGRAM/CATEGORY (CODE AND TITLE) <u>10</u> (OPTIONAL USE) <u>Grants to Local Agencies</u>	FUND TITLE <u>Federal</u>	Department of General Services Use Only
PRIOR AMOUNT ENCUMBERED FOR \$ <u>-0-</u>	ITEM <u>4120-101-0890</u>	CHAPTER <u>208</u>	STATUTE <u>2004</u>
TOTAL AMOUNT ENCUMBERED TO DATE \$ <u>75,000.00</u>	OBJECT OF EXPENDITURE (CODE AND TITLE) <u>0010-702-50000</u>	FISCAL YEAR <u>04/05</u>	
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A NO.	B.R. NO.
SIGNATURE OF ACCOUNTING OFFICER		DATE	

5. The PROJECT MONITORS shall be as follows:

For the STATE:

Carol Biancalana  
Program Coordinator  
EMS Authority  
1930 9th Street  
Sacramento, CA 95814  
(916) 322-4336, ext. 409

For the CONTRACTOR:

Patrice Christensen  
EMSC Project Coordinator  
San Mateo County EMS Agency  
225 37th Avenue  
San Mateo, CA 94403  
(650) 573-2564

6. The CONTRACT MANAGER for the State EMS Authority is Carol MacRae. Any questions regarding the contract, including, but not limited to: Budget Revisions, Invoices, Contract Advance Payments, Reports, Extensions etc. may be directed to her attention.

7. BUDGET REVISIONS. The Contractor may make minor adjustments in the budget without prior authorization, however, the amount of total adjustments cannot exceed \$2,000 for the period of the contract and the total budget authorized cannot be exceeded.

If the Contractor wishes to make a budget revision which exceeds \$2,000, the Contractor must submit a written request with an explanation of the need and a revised budget summary, budget detail and budget narrative which specifically identifies the line item(s) to be reduced in order to increase the excess line item(s). The State must approve such revisions in writing prior to their implementation. In no event will the budget total authorized as specified in this Agreement be exceeded.

8. REIMBURSEMENT. In consideration of duties performed in a manner acceptable to the State, the State shall reimburse the Contractor, upon submission of an invoice, in the format required by the EMS Authority per EMSA #105 dated June, 2001. Such request will be for actual expenditures in accordance with the Budget (as shown as Attachment B) to:

State EMS Authority  
1930 Ninth Street  
Sacramento, CA 95814  
**Attention: Carol MacRae**

Final Invoices must be submitted no later than sixty (60) days after the end date of the contract.

9. **MAINTAIN STATE EXPENDITURES.** Pursuant to the Public Health Services Act, Title XIX Part A, Section 1905 (c)(6), with respect to the activities to be supported by this grant, the local EMS agency agrees to maintain local expenditures for those activities at a level that is not less than the average level of such expenditures maintained by the local EMS Agency for those activities for the 2-year period preceding the fiscal year for which the local agency is applying to receive payments.
10. **INDEMNIFICATION.** Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
11. **INDEPENDENT CONTRACTOR.** Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
12. **ADVANCE PAYMENT.** Pursuant to Health and Safety Code Section 1797.110, the State may pay up to twenty-five percent (25%) of the total amount payable under this Agreement in advance upon request of the Contractor. This advance payment will appear as a credit to the contracting agency's account, and costs incurred by the Contracting Agency will be deducted from the credit until the advance funds are exhausted or the contract period expires. In the event there is a credit surplus at the end of the term of this Agreement, or in the event there is a credit surplus and the Agreement is canceled by either party, the Contractor will reimburse the credit to the State.

**Federal regulations prohibits earning interest on federal dollars.**

13. **CONTRACT AMENDMENTS.** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties. All requests for amendments to the contract must be received by the EMS Authority at least thirty (30) days prior to the effective date of the change. The EMS Authority must approve such revisions in writing prior to their implementation. No amendments may be made **after the contract termination date.**
14. **TRAINING SEMINARS, MATERIALS.** Any Training Seminars, and materials for such Seminars, must have prior approval by the state EMS Authority.

15. TRAVEL. Travel costs for transportation, lodging, subsistence, and related items incurred by employees of Contractor who are traveling on official business related to the grant, will be reimbursed at the rates approved by the Department of Personnel Administration. **OUT-of-STATE travel requires advance written approval by the EMS Authority.**
16. **CERTIFICATION CLAUSES.** The CONTRACTOR CERTIFICATION CLAUSES contained in the document CCC-304 are hereby incorporated by reference and made a part of this Agreement by this reference as if attached hereto.
17. **DISCLOSURE REQUIREMENTS.** (a) Any document or written report prepared for or under the direction of a state or local agency, that is prepared in whole or in part by nonemployees of the agency, shall contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of the document or written report; if the total cost for the work performed by nonemployees of the agency exceeds five thousand dollars (\$5,000). The contract and subcontract numbers and dollar amounts shall be contained in a separate section of the document or written report. (b) When multiple documents or written reports are the subject or product of the contract, the disclosure section may also contain a statement indicating that the total contract amount represents compensation for multiple documents or written reports. Government Code Section 1770 (a-b).
18. **ANTITRUST CLAIMS.** The Contractor by signing this agreement hereby certifies that if these services or goods are obtained by means of a competitive bid, the Contractor shall comply with the requirements of the Government Codes Sections set out below.
  - a. The Government Code Chapter on Antitrust claims contains the following definitions:
    - 1). "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
    - 2). "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
  - b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignments shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.

c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.

d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.

19. **UNENFORCEABLE PROVISION.** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be effected thereby.

20. **NON-DISCRIMINATION CLAUSE.** During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

21. **RECYCLING CERTIFICATION.** The Contractor shall certify in writing under penalty of perjury, the minimum, if not exact, percentage of recycled content, both post consumer waste and secondary waste as defined in the Public Contract Code, Sections

12161 and 12200, in materials, goods, or supplies offered or products used in the performance of this Agreement, regardless of whether the product meets the required recycled product percentage as defined in the Public Contract Code, Sections 12161 and 12200. Contractor may certify that the product contains zero recycled content. (PCC 10233, 10308.5, 10354)

22. “FUNDED BY” STATEMENT. Any printed materials or videos developed for distribution with grant money awarded by the EMS Authority must include the following statement: “Funding provided by the State of California Emergency Medical Services (EMS) Authority under Special Project Grant #EMS-4066”. The project described was supported by the Preventive Health and Health Services (PHHS) Block Grant from the Centers for Disease Control and Prevention.
23. FEDERAL CONTRACT FUNDS.
  - a. It is mutually understood between the parties that this contract may have been written before ascertaining the availability of congressional appropriation of funds for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the contract were executed after that determination was made.
  - b. This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the State Fiscal Year 2004/05 for the purposes of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this contract in any manner.
  - c. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.
  - d. The Department has the option to void the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction of funds.
  - e. The recipient shall comply with the single Audit Act and the reporting requirements set forth in OMB Circular A-133.
24. **AUDIT.** Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy and records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who

might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).

25. **SUBCONTRACTS.** All subcontracts entered into by the Contractor to carry out the terms of this Agreement shall be in writing and contain all of the following:

- a. Full disclosure of the method and amount of compensation or other consideration to be received by the subcontractor from the Contractor.
- b. Specification of the services to be provided.
- c. A statement that the subcontract shall be governed by and construed in accordance with all laws, regulations, and contractual obligations binding on the Contractor.
- d. Subcontractor's agreement to submit reports as required by the Contractor.

**PRIOR APPROVAL of SUBCONTRACTS.** All consultant/subcontracts exceeding \$2,500 must have advance approval by the EMS Authority. Subcontract amendments shall be submitted to the EMS Authority for prior approval at least forty-five (45) days before the effective date of any proposed changes. Any such amendment shall become effective unless the EMS Authority expressly disapproves in writing such amendment and written notice is received by Contractor within said 45 day period.

**PUBLIC RECORDS.** Subcontracts entered into by the Contractor pursuant to this Agreement and all information received in accordance with this section shall be public records on file with the EMS Authority.

The Contractor shall secure the agreement of any subcontractor to make all of its books and records, pertaining to the goods and services furnished under the terms of the subcontract, available for inspection, examination, or copying by State, as follows: at all reasonable times at the subcontractor's place of business, or at such other mutually agreeable location in California, in a form maintained in accordance with the general standards applicable to such books or record keeping; and for a term of at least three (3) years following the close of the calendar year in which the subcontract was terminated.

Further, any agreement with a subcontractor shall also contain: subcontractor's agreement that assignments or delegation of the contract shall be void unless prior approval is obtained by the Contractor from the EMS Authority; subcontractor's agreement to maintain and make available to the EMS Authority upon request, copies of all written subcontracts and made applicable items 25 a-d hereinabove to its subcontractors; and

subcontractor's agreement to hold harmless the State in the event Contractor will not pay for services performed by the subcontractor pursuant to the subcontract.

26. **GOVERNING LAW.** This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
27. **APPROVAL.** This agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. Contractor may not commence performance until such approval has been obtained.
28. **DISPUTES:** Any dispute concerning a question of fact arising under this contract that is not disposed of by agreement shall be decided by the Director of the EMS Authority, who may consider written or verbal evidence submitted by the Contractor. The decision of the Director of the EMS Authority, issued in writing, shall be conclusive and binding on both parties to the contract on all questions of fact considered and determined by the Director of the EMS Authority.  
  
Contractor shall continue with the responsibilities under this Agreement during any dispute.
29. **EMSA 105.** The Contractor agrees to abide by all policies and procedures as stated in the "Funding of Emergency Medical Services Agencies with Federal Block Grants" (EMSA 105 - June 2001).
30. **COPYRIGHT & PATENTS.** The grant recipient agrees to and does hereby grant to the Federal Government and State a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes. If a grant produces patents, patent rights, processes, or inventions during the course of work aided by a Federal Block Grant, such fact shall be promptly and fully reported to EMSA. EMSA shall determine whether protection on such invention or discovery (including rights under any patents issued thereon) shall be disposed of and administered in order to protect the public interest consistent with "government patent regulations in 37 CFR Part 401".
31. **EQUIPMENT.** Contractor and/or subcontractor(s) will submit an annual inventory of equipment purchased with funds received through this contract. The EMS Authority will prescribe the inventory format and will supply applicable forms to be used for this purpose. All equipment purchased with funds received through this contract will become the property of the State of California. Federal law limits the use of the funds for the purchase of equipment such that EMS is not paying for operational costs or equipment, but amounts may be used for the payment of not more than 50% of the costs of purchasing communications equipment for the systems.



- 32. **TERMINATION FOR CAUSE.** The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon demand. This Agreement may be canceled at any time by either party, by giving thirty (30) days written notice to the other party.
  
- 33. **TIMELINESS.** Time is of the essence in this Agreement.
  
- 34. **PROHIBITED EXPENDITURES: Federal law prohibits the uses of these funds for the following:**
  - a. inpatient services
  - b. cash payments to intended recipients of health services
  - c. purchase to improve land, construction or permanently improve any building or other facility, or purchase major medical equipment.
  - d. may not satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of federal funds.
  - e. provide financial assistance to any entity other than a public or nonprofit private entity.
  
- 35. **ASSIGNMENT.** This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a written amendment.
  
- 36. **PUBLIC MEETINGS REQUIREMENT.** The Contractor agrees that, in the interest of enhancing public participation and knowledge, meetings of its governing authority will be open to the public in accordance with Government Code Sections 54950 through 54963.
  
- 37. **ORGANIZATION CONTACTS/INTERESTED INDIVIDUALS.** The Contractor agrees to maintain a mailing list of interested individuals and organization contacts. If there is a reduction in federal funds supporting the program under which Agreement is financed, the Contractor agrees to inform these individuals and organization contacts of the funding reduction.
  
- 38. **CHILD SUPPORT COMPLIANCE ACT.** If this contract exceeds \$100,000, the contractor acknowledges in accordance with, that:
  - a) The Contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in

- Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and
- b) The Contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
39. **REPORTS.** Quarterly Progress Reports, Fiscal Reports, a Final Project Report and Project Abstract Report must all be submitted on a timely basis.

- a. **QUARTERLY PROGRESS REPORTS:** Agencies receiving PHHS Block Grant Funded contracts are required to submit quarterly progress reports. These reports are due to the EMS Authority by October 15, January 15, and April 15. Failure to submit Quarterly Progress Reports on time may delay payment of claims for reimbursement.

The purpose of the quarterly progress reports is to provide the applicant agency and the EMS Authority with an evaluation of the project's progress in relation to the planned work and milestones. The report should be a summary of the project activities that have taken place to date. An original and one copy of each Quarterly Progress Report shall be sent to the EMS Authority.

- b. **FINAL PROJECT REPORT** - due no later than sixty (60) days following the termination date of the contract. The sixty (60) day grace period for the Final Project Report DOES NOT constitute authorization for reimbursement of costs for work performed after the termination date of the contract. One copy of the report must be submitted to the EMS Authority and shall be in the following format as stated in EMSA #105 (June 2001). It should consist of narrative that addresses the project as a whole, unlike the quarterly progress reports which report progress at the task level.

The final report should include, but is not limited to the following:

*OBJECTIVES:* Restate the major objectives of the project as specified in the project contract. The individual activities are not required to be listed. This will allow analysis of the report as a separate document and will aid other agencies in defining their use of it.

*METHODOLOGY:* Describe in detail how the project was implemented. This description should specifically address how each identified objective was accomplished. This will be helpful to other agencies who may desire assistance with a similar program.

*PROBLEMS:* Describe any problems that were encountered in project implementation. If known, specify alternate methods that would have avoided the problems and increased the effectiveness of the project. This information will assist other agencies in avoiding the problem.

*RESULTS:* Describe in detail the results of the project in terms of meeting the project's objectives. Also, describe the results in terms of how they will be used to improve the agency's system. Where applicable, describe estimated dollar savings resulting from implementing the project results.

*IMPLEMENTATION SCHEDULE:* Outline the actual and/or revised schedule for implementation of the project and, if applicable, make recommendations on how to avoid any implementation problems encountered. This should include a budget for initial and future implementation.

*DOCUMENTATION:* Include any pertinent document developed, e.g., any new or revised forms, diagrams, management reports, photos, instructional materials, etc., so that other agencies may be able to adapt this material for their benefit.

*PROJECT PERSONNEL:* Identify the key personnel, along with their job classification, who worked on the project, and give a brief description of their contribution. When a portion of the work was performed by a consultant, give a brief evaluation of the consultant's contribution.

- c. **PROJECT ABSTRACT REPORT.** Along with the final report, the Contractor shall submit a separate project abstract report. The project abstract report should be typed, and should not exceed two pages. Use a standard 12 pitch font or typeface such as courier and submit on plain paper (not stationary or paper with borders or lines). Avoid special formatting (do not underline, use bold type, or justify margins, etc.) The report shall contain the following sections:

*INTRODUCTION:* Give a brief history of the project (e.g. what led to its need.)

*PROJECT DESCRIPTION:* Briefly describe what the project set out to accomplish and what were the major objectives.

*TASKS/METHODOLOGY:* Briefly describe what tasks were undertaken and how work was carried out to complete the project objectives.

*OUTCOMES:* Briefly describe what products, data, reports, etc, came out of the project and how these products will be used, or what benefit they have for the agency.

*CONCLUSION:* Briefly describe the net impact of the project on the overall operation of the EMS System, and any recommendations regarding modification to the process or project as a whole.

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**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i>	<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i> Supervisor Mark Church, President, Board of Supervisors	
<i>Date Executed</i>	<i>Executed in the County of</i> SAN MATEO

**CONTRACTOR CERTIFICATION CLAUSES**

**STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
  - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
  - b. Establish a Drug-Free Awareness Program to inform employees about:
    - 1) the dangers of drug abuse in the workplace;
    - 2) the person's or organization's policy of maintaining a drug-free workplace;
    - 3) any available counseling, rehabilitation and employee assistance programs; and,
    - 4) penalties that may be imposed upon employees for drug abuse violations.

- c. Every employee who works on the proposed Agreement will:
  - 1) receive a copy of the company's drug-free workplace policy statement; and,
  - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)
- 4. UNION ORGANIZING: Contractor hereby certifies that no request for reimbursement, or payment under this agreement, will seek reimbursement for costs incurred to assist, promote or deter union organizing.
- 5. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REOUREMENT: Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year of 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

- 6. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

7. SWBATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov) and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

8. **DOMESTIC PARTNERS:** Commencing on July 1, 2004 Contractor certifies that it is in compliance with Public Contract Code section 10295.3 with regard to benefits for domestic partners. For any contracts executed or amended, bid packages advertised or made available, or sealed bids received on or after July 1, 2004 and prior to January 1, 2007, a contractor may require an employee to pay the costs of providing additional benefits that are offered to comply with PCC 10295.3.

**DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

**CONFLICT OF INTEREST:** Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (PCC 10410):

- 1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and

which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

- 2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (PCC 10411):

- 1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.



5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA
  - a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
  - b. “Doing business” is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
  - c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.
8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other government entity.

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**ATTACHMENT A**

**Objectives**

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The San Mateo County EMSC Update and Expansion Project- Year Two proposes to focus on the following four objectives:

**Objective One:** To establish a mechanism for on-going management, evaluation and quality improvement of the EMSC Program.

**Objective Two:** To continue to provide educational opportunities for San Mateo County paramedics to attend Pediatric Education for Prehospital Professionals (PEPP) Courses.

**Objective Three:** To develop, implement, and integrate a Children with Special Health Care Needs (CSHCN) component to the existing San Mateo County EMSC Program.

**Objective Four:** To review the status of the San Mateo County EMS designated Pediatric Critical Care Centers (PCCCs) and specialty care centers based on current California regulations and standards.

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**Objective One:** To establish a mechanism for on-going management, evaluation and quality improvement of the EMSC Program.

Activity	Evaluation Methodolog~	ResoUrces Needed	Implementation Schedule	PropOsed Outcome
1.1 Develop and implement an EMSC Program Plan that addresses all of the program's components.	Draft an EMSC Plan for submission to the EMS Director for approval.	Project Coordinator, EMSC Committee, EMS Director, EMS Medical Director, Medical Advisory Committee	July 2004 – June 2005	An EMSC Plan will be approved and implemented by San Mateo County EMS.

**Objective Two:** To provide Pediatric Education for Prehospital Professionals (PEPP) training for San Mateo County paramedics.

Activity	Evaluation ~lethodo~og'~	Resources NeLded	Implementation Schedule	Proposed Outconi~
2.1 Hire an educational contractor to provide PEPP trainings	An REP process will take place to identify a contractor for PEPP training.	Project Coordinator, EMS Director	July 2004-August 2004	A service agreement will be established with an educational provider for PEPP trainings.
2.2 Coordinate and schedule one PEPP course.	A schedule of classes will be developed that will include locations in south, central, and coastal regions of the county.	Project Coordinator, EMS Clinical Coordinator, AMR Clinical Coordinator, JPS Training Officers, PEPP Course Coordinator	July 2004-September 2004	One PEPP Provider course will be held.

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**Objective Three:** To design and integrate a Children with Special Health Care Needs (CSHCN) component to the existing San Mateo County EMSC Program.

Activity	Evaluation Methodolog~	ReSoUrces Needed	Implementation Schedule	Proposed Oukome
3.1 Identify local resources that serve CSHCN living in San Mateo County and seek their participation with the EMS CSHCN Project.	A comprehensive list of resources will be compiled. Participation with the EMS CSCHN Project will be sought.	EMSC Project Coordinator, EMSC Advisory Committee	July 2004 - September 2004	Local resources that serve San Mateo County CSHCN will be identified. Their participation with the EMS CSHCN Project will be sought.
3.2 Develop an on-going mechanism to identify San Mateo County CSHCN prior to or at time of discharge from the designated Pediatric Critical Care Centers (PCCCs), Trauma Centers (TCs) and local medical facilities in order to notify families of the EMS CSHCN Program.	Discharge Planners will be contacted to discuss their participation with the EMS CSHCN Program and to assist in the development of a mechanism to notify San Mateo County CSHCN families of the EMS CSHCN Program.	EMSC Project Coordinator, EMS Administrator, PCCCs discharge planners, TCs discharge planners, local hospital discharge planners.	September 2004 - December 2004	San Mateo County's CSHCN will be identified by hospital discharge planners. Families will be informed of the San Mateo County EMS-CSHCN Program.
3.3 Develop a mechanism to identify CSHCH who are enrolled in San Mateo County Schools in order to notify families of the EMS CSHCN Program	The San Mateo County Board of Education will be contacted to discuss their participation with the EMSC CSHCN Program and to assist in the development of a mechanism to notify San Mateo County CSHCN families of the EMSC CSHCN Program	Project Coordinator, EMSC Advisory Committee, EMS Administrator, Superintendent of Schools	September 2004 - December 2004	CSHCN enrolled in San Mateo County schools will be identified. Families will be informed of the San Mateo County EMS-CSHCN Program.

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<p>3.4 Develop a mechanism to identify CSHCH who are enrolled in hospice programs in order to notify families of the EMS CSHCN Program</p>	<p>Hospice organizations providing pediatric services in San Mateo County will be contacted to discuss their participation with the EMSC CSHCN Program and to assist in the development of a mechanism to notify San Mateo County CSHCN families of the EMSC CSHCN Program</p>	<p>Project Coordinator, EMSC Advisory Committee, EMS Administrator, Hospice program managers</p>	<p>September 2004 - December 2004</p>	<p>San Mateo County's CSHCN will be identified by hospice case managers. Families will be informed of the San Mateo County EMS-CSHCN Program.</p>
<p>3.5 Enlist the aid of the San Mateo California Children's Services (CCS) Program to help identify CSCHN.</p>	<p>The CCS Program Medical Director will be contacted Program and to assist in the development of a mechanism to notify San Mateo County CSHCN families of the EMSC CSHCN Program</p>	<p>Project Coordinator, EMS Administrator, CCS Medical Director</p>	<p>September 2004 - December 2004</p>	<p>San Mateo County's CSHCN will be identified through CCS Database. Families will be informed of the San Mateo County EMS-CSHCN Program</p>
<p>3.6 Establish a CSCHN Project subcommittee</p>	<p>Key stakeholders in the Project will be identified and invited to participate in the CSCHN Advisory Committee.</p>	<p>Project Coordinator, EMSC Advisory Committee, identified stakeholders</p>	<p>July 2004- June 2005</p>	<p>A subcommittee of EMSC will be developed and meet throughout the course of the project.</p>
<p>3.7 Develop and implement a program for a non-emergent home visit program by prehospital personnel to the homes of CSHCN upon hospital discharge.</p>	<p>Development of a non-emergent prehospital provider home visit program addressing the special needs of individual CSHCN. Goal to familiarize prehospital personnel with the children and any special care that they may require.</p>	<p>EMSC Project Coordinator, EMS Administrator, EMS Clinical Coordinator, SPA Administrator, AMR COO, AM-Operations Manager, AMR Clinical Coordinator, Fire Chief Association, SPA Field Supervisors, Pediatric Consultants</p>	<p>September 2004 - June 2005</p>	<p>A non-emergent home visit program for CSHCN will be developed and implemented. Program evaluations will be obtained and revisions made as appropriate. LEMSAs will be provided a model of the ESMC-Program upon its final completion.</p>
<p>3.8 Develop a mechanism to identify CSHCN in the CAD system of San Mateo County Public Communications Center.</p>	<p>A mechanism to enter pertinent information on CSHCN into the San Mateo County dispatch system will be developed</p>	<p>EMSC Project Coordinator, EMS Clinical Coordinator, San Mateo County Public Communications Center</p>	<p>September 2004 - June 2005</p>	<p>A mechanism to flag pertinent information on CSHCN at the San Mateo County Public Communications Center will be devised and implemented.</p>

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	for use by dispatchers.			
3.9 Design and distribute a bilingual (English/Spanish) EMS -CSHCN brochure and Emergency Information Form (EIF) utilizing identified resources.	A brochure describing the EMS CSHCN Program and an Emergency Information Form will be designed and distributed through identified resources.	EMSC Advisory Committee, Ad hoc committee, graphic artist, Spanish interpreter	January 2005 - June 2005	Bilingual brochures and EIF will be designed and printed for distribution to identified resources and families.
3.10 Provide EMS personnel with on-going educational opportunities that address CSHCN and specialized equipment.	The PEPP Module on CSHCN will be utilized as a basic introduction to the topic. Additional educational needs of prehospital personnel will be determined and appropriate educational opportunities will be provided.	EMSC Project Coordinator, EMS Clinical Coordinator, AMR Clinical Coordinator	July 2004 - June 2005	San Mateo County prehospital personnel will be provided on-going educational opportunities addressing topics related to CSHCN.
3.11 Plan a regional one-day conference on Children with Special Health Care Needs.	A conference will be held to highlight the many aspects of Children with Special Health Care Needs. The program will be geared toward prehospital personnel.	EMSC Project Coordinator, EMS Clinical Coordinator, CSHCN subcommittee, Santa Clara County EMS	September 2004-January 2005	A regional one-day conference on CSHCN will be held.
3.12 Develop an assessment tool to review 100% CSHCN transports to PCCCs and specialty care centers.	An assessment tool will be developed for 100% review of CSHCN transport to PCCS and specialty care centers.	EMSC Project Coordinator, EMS Clinical Coordinator	March 2005 - June 2005	100% of CSHCN transports to PCCCs and specialty care centers will be reviewed and integrated into the EMS Quality Management Program

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Objective Four: To review the status of San Mateo County designated Pediatric Critical Care Centers and specialty centers based on current California regulations and standards.

Activity	Evaluation Methodology	Resources Needed	Implementation Schedule	Proposed Outcome
4.1 Review current state regulations and standards related to pediatric critical care and specialty care centers.	Title 2, Division 9, Chapter 7. Trauma Care System Regulations and DHS California Children's Services Pediatric Intensive Care Standards will be reviewed.	EMSC Project Coordinator	July 2004 - August 2004	All pertinent regulations and standards pertaining to pediatric critical and specialty care services will be reviewed.
4.2 Poll other EMS agencies concerning review process of PCCCs.	EMS Agencies with designated PCCCS will be polled to obtain information on current practices for reviews of existing PCCCS	EMSC Project Coordinator	July 2004 - August 2004	PCCC review processes of other EMS agencies will be obtained.
4.3 Design a process to review the three designated PCCCs.	A process to review current San Mateo County PCCCS will be developed and submitted to the EMS Director for approval.	EMSC Project Coordinator, EMS Medical Director, EMS Administrator, Representatives from PCCCs, Santa Clara County EMS representatives, San Francisco County EMS representatives	September 2004 - December 2004	A mechanism to review San Mateo County designated PCCCs will be designed and approved.
4.4 Review the three San Mateo County designated PCCCs.	Currently designated San Mateo County PCCCs and requested to undergo the approved review process.	EMSC Project Coordinator, EMSC Advisory Committee representative(s), Consultants as needed.	January 2005 - May 2005	Three San Mateo County designated PCCCs will undergo a review process to determine their current pediatric critical capabilities.
4.5 Develop an assessment tool to review 100% prehospital transports directly to PCCCs based on San Mateo County protocols.	An assessment tool will be developed for 100% review of prehospital transports to designated PCCCs.	EMSC Project Coordinator, EMSC Advisory Committee, EMS Clinical Coordinator	March 2005-June 2005	100% of prehospital transports to designated PCCCs will be reviewed and integrated into the EMS Quality Management Program.

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<p>4.6 Verify designated Trauma Centers' pediatric capabilities and compliance with pediatric specific sections of the California Trauma Regulations.</p>	<p>The EMSC Project will verify the pediatric capabilities of the two designated trauma center and their compliance with California Trauma Regulations</p>	<p>EMSC Project Coordinator, EMS Clinical Coordinator</p>	<p>July 2004 - September 2004</p>	<p>The pediatric capabilities and compliance with the pediatric specific sections of the California Trauma Regulations of San Francisco General Hospital and Stanford University Medical Center will be obtained.</p>
<p>4.7 Develop an assessment tool to review 100% pediatric prehospital transports to designated Trauma Centers based on San Mateo County protocols.</p>	<p>An assessment tool will be developed for 100% review of prehospital transports to designated Trauma Centers</p>	<p>EMSC Project Coordinator, EMSC Advisory Committee, EMS Clinical Coordinator</p>	<p>July 2004- June 2005</p>	<p>100% of pediatric prehospital transports to designated Trauma Centers will be reviewed and integrated into the EMS Quality Management Program.</p>





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**Project Evaluation**

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Project objectives and activities will be evaluated to determine if they have been successfully completed. The specific evaluation criteria (performance measures) that will be used are listed below.

Evaluations will be based primarily on the successful development and implementation of the proposed products. In addition, the Project will attempt to evaluate the outcomes and benefits of the Project's impact where possible and make appropriate revisions, as needed. The EMS data system should be fully functional by the time this Project begins and will be essential to its evaluation process.

The EMSC Project Coordinator will be responsible for the overall evaluation of the EMSC Project under the direction of the EMS Agency Administrator. The EMS Clinical Coordinator will be instrumental in assisting the Project Coordinator with the development of pediatric quality management program as it pertains to prehospital personnel and services. The EMSC Advisory Committee will also participate in the review and evaluation of the EMSC system. It is the intent of the San Mateo County EMSC Project to measure the success of each implemented objective to ensure that project's the stated goals and objectives have been achieved.

**Objective One**

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**To establish a mechanism for the on-going management, evaluation and quality improvement of**

the EMSC Program.

Activity 1.1 Develop and implement an EMSC Program Plan. This will be an on going activity throughout the course of the Project's two years.

Evaluation An approved EMSC Plan will be implemented.

**Objective Two**

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To provide Pediatric Education for Prehospital Professionals (PEPP) training for San Mateo County paramedics

Activity 2.1 Hire an educational contractor for PEPP training.

Evaluation A competitive Request For Proposal process will determine an educational contractor for PEPP training

Activity 2.2 Sponsor one PEPP training course.

Evaluation The contracted educational provider will present three PEPP courses during Year 2 of the Project.

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### Objective Three

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To design and integrate a Children with Special Health Care Needs component into the existing San Mateo County EMSC Program.

- Activity 3.1 Identify local resources that serve CSHCN living in San Mateo County and seek their participation with the EMS CSHCN Project.
- Evaluation Local resources that serve San Mateo County CSHCN will be identified and participation with the CSHCN project will be sought.
- Activity 3.2 Develop an on-going mechanism to identify San Mateo County CSHCN prior to or at time of discharge from the designated Pediatric Critical Care Centers (PCCCs), Trauma Centers (TCs) and local medical facilities in order to notify families of the EMS CSHCN Program.
- Evaluation San Mateo County CSHCN will be identified by hospital discharge planners and families will be notified of the San Mateo County EMS-CSHCN Project.
- Activity 3.3 Develop an on-going mechanism to identify CSHCN who are enrolled in San Mateo County schools.
- Evaluation San Mateo County CSHCN will be identified by the San Mateo County Board of Education and families will be notified of the San Mateo County EMS-CSHCN Project.
- Activity 3.4 Develop an on-going mechanism to identify CSHCN who are enrolled in hospice programs in order to notify families of the San Mateo County
- Evaluation San Mateo County CSHCN will be identified by hospice program case managers and families will be notified of the San Mateo County EMS-CSHCN Project.
- Activity 3.5 Enlist the aid of the San Mateo County CCS Program to help identify CSCHN.
- Evaluation San Mateo County CSHCN will be identified through **the CCS Database and** families will be notified of the San Mateo County EMS-CSHCN Project.
- Activity 3.6 Establish a CSHCN subcommittee of the EMSC Advisory Committee
- Evaluation An CSHCN subcommittee will be established and meet throughout the course of the Project.
- Activity 3.7 Develop and implement a program for a non-emergent home visit program by prehospital personnel to the homes of CSHCN upon hospital discharge.
- Evaluation A non-emergent home visit program for CSHCN will be developed and implemented.
- Activity 3.8 Develop a mechanism to identify CSHCN in the San Mateo County Public Communications dispatch system
- Evaluation A mechanism to identify CSHCN at San Mateo County Public Communications Center will be developed and implemented.
- Activity 3.9 Design and distribute a bilingual (English/Spanish) EMS -CSCHN brochure and Emergency Information Form (EIF) utilizing identified resources.

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- Evaluation Bilingual brochures and EIFs will be designed and printed for distribution to identified resources and families.
- Activity 3.10 Provide EMS personnel with on-going educational opportunities that address CSHCN and specialized equipment.
- Evaluation San Mateo County prehospital personnel will be provided on-going educational opportunities on topics related to CSHCN.
- Activity 3.11 Plan a one-day regional conference on CSHCN
- Evaluation A one-day regional conference will be held.
- Activity 3.12 Develop an assessment tool to review 100% CSHCN transports to PCCCs and specialty care centers.
- Evaluation 100% of CSHCN transports to PCCCS and specialty care centers will be reviewed. This review process will be integrated into the EMS Quality Management Program.

**Objective Four**

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To review the status of designated San Mateo County designated PCCCs and specialty care centers based on current California regulations and standards.

- Activity 4.1 Review current state regulations and standards related to pediatric critical care and specialty care centers.
- Evaluation All pertinent regulations and standards pertaining to pediatric critical and specialty care services will be reviewed.
- Activity 4.2 Poll other EMS agencies concerning review process of PCCCs.
- Evaluation PCCC review processes of other EMS agencies will be obtained.
- Activity 4.3 Design a process to review the three designated PCCCS.
- Evaluation A mechanism to review San Mateo County designated PCCCs will be designed and approved.
- Activity 4.4 Review the three San Mateo County designated PCCCs.
- Evaluation Three San Mateo County designated PCCCs will undergo a review process to determine their current pediatric critical care capabilities.
- Activity 4.5 Develop an assessment tool to review 100% prehospital transports directly to PCCCs based on San Mateo County protocols.
- Evaluation 100% of prehospital transports to designated PCCCs will be reviewed.

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- Activity 4.6    Verify designated Trauma Centers' pediatric capabilities and compliance with pediatric specific sections of the California Trauma Regulations.
- Evaluation    The pediatric capabilities and compliance with the pediatric specific sections of the California Trauma Regulations of San Francisco General Hospital and Stanford University Medical Center will be obtained.
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- Activity 4.7    Develop an assessment tool to review 100% pediatric prehospital transports to designated Trauma Centers based on San Mateo County protocols.
- Evaluation    100% of pediatric prehospital transports to designated Trauma Centers will be reviewed. This review process will be integrated into the EMS Quality Management Program.

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Statement of Intent

San Mateo County EMS has demonstrated its long-standing commitment to promoting children's health care causes dating as far back as 1991, when it established its EMSC Advisory Committee. In 1993, San Mateo County received a one-year grant to plan and implement an EMSC Program. It became apparent, as the State EMSC Project progressed, that one year would not be sufficient to time for a county to complete the process of developing and implementing a comprehensive program. A second year of funding was sought and granted. In 1995, San Mateo County completed the development and implementation of seven components of its EMSC Program.

Since 1995, San Mateo County has continuously maintained and monitored its EMSC Program despite limited agency staff and funding. Grant funding for a two year period of time, would allow the current EMSC Program to be updated and expanded to include new components such as one addressing Children with Special Health Care Needs.

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**ATTACHMENT B**

**Budget Summary**

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<b>Budget Categories</b>	<b>Total Block Grant Funds</b>
Maintenance & Repairs	\$600.00
Printing & Reproduction	\$2,580.00
Professional Services	\$62,820.00
Training	\$9,000.00
<b>TOTAL</b>	<b>\$75,000.00</b>

**Budget Detail/Narrative**

*Maintenance and Repairs: \$600.00*

Funding request for computer maintenance has been reduced to \$600 for this year of the project.

*Printing and Reproduction: \$2,580.00*

Funding is being requested for the printing of EMS – CSHCN brochures, magnetic plastic holders for the Emergency Information Forms. PEPP flyers – 500 @ .05 each = \$25.00, Emergency Information Forms (EIF) – 2,000 @ .05 each = \$100.00, CSHCN Program Brochure – 700 @ \$1.00 each = \$700.00, Conference Brochure —700 @ \$1.00 each = \$700.00, and Magnetic Plastic Holders for EIFs – 1,055 ~ \$1.00 each = \$1,055.00.

*Professional Services: \$62,820.00*

*Project Coordinator*

Funding for the Project Coordinator includes an increase to an 0.5 FTE @ 50.00/hr. x 1040 hours = \$52,000.00.

*PCCC Site Review Medical Consultant*

Funding for a pediatric critical care medical consultant to perform site visits to the three currently designated PCCCs is based upon the anticipation that a formal review of the centers will be determined as the best practice to accomplish the state activity goal. If a paper review of the centers is determined as the best practice to follow, then the requested sum of money will not be spent by the Project. 3 site visits @ \$1,500 each = \$4,500.00.

*PEPP Training Program Provider*

Funding for one PEPP training course is being requested. Funding is based on the cost of \$240.00/student x 18 students = \$4,320.00.

*Graphic Designer*

Funding is requested to hire a graphic artist to design the CSHCN brochure. This is a flat fee of \$2,000.00.

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*Training: \$9,000.00*

The Project is requesting funds to coordinate a one-day regional conference on Children with Special Health Care Needs. The target audience for the conference will be prehospital personnel, though registration will be open to other healthcare professionals. The cost of the conference is based on \$75/each attendee x 120 attendees.