

Client

Prepared for:

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Scope of Services

The City of West Allis Health Department (WAHD) is obligated to complete Centers for Disease Control and Prevention (CDC) annual preparedness grant objectives known as Cities Readiness Initiative (CRI) as well as the Public Health Emergency Preparedness (PHEP) objectives. One particular objective is a thorough audit of WAHD's Mass Clinic Plans to culminate in a Local Technical Assistance Review (L-TAR) by the CDC COTPER/SNS/CDC Program Consultant, Joe Merlino, on March 20, 2013. Bay View Advanced Management, LLC will assist the City of West Allis Health Departments toward preparation of the L-TAR and in completion of some of the other annual PHEP and CRI objectives as outlined below.

Steps in the Process

1. Project start-up - TAR Research

- Reviewing in detail what exists and what is missing based upon the 2012 non-CDC TAR
- Researching current L-TAR requirements

2. Develop agency reports and necessary written materials

- Request missing material from WAHD
- Update TAR materials with items from PPHR.
- Develop missing materials in consultation with needs of WAHD.
 - Senior Center Maps and security plan included
 - Design and perform mini drills and education surrounding mass clinics
- Work with municipal partners, as necessary, to update materials.

3. Final TAR products

All materials will be saved electronically (on a jump drive for mailing to WI DPH) and in hard copy (3 binders in preparation for CDC review). Bay View Advanced Management, LLC will complete all documents with professional presentation and cohesion of materials.

4. Other PHEP and CRI objectives

The other objectives that will be completed by BVAM include:

- CRI Drill Suite (enter online using CDC reporting site)
- PHEP CPG assessment based off of 2011 one (due at end of objective year=May*)
- Pick 3 capabilities to enhance and complete projects surrounding them

*will need Sally Nusslock's password to state's system to complete

Cost Estimate

	Units	Total
TAR Research (Professional fees at \$120/hr for 35 hours)	35 @ \$120	\$ 4,200
Final TAR Product Materials (Professional fees at \$120/hr for 75 hours)	75 @ \$120	\$ 9,000
TAR PROJECT TOTAL		\$ 13,200
Other Objective Research (Professional fees at \$120/hr for 20 hours)	20 @ \$120	\$ 2,400
Final Objective Product Materials (Professional fees at \$120/hr for 80 hours)	80 @ \$120	\$ 9,600
OTHER OBJECTIVE PROJECT TOTAL		\$ 12,000
OVERALL PROJECT TOTAL	210 @ \$120	\$ 25,200

Included in project total are mileage (\$.55/mile), photocopying, binders, jump drive, and other presentation materials.

Timeline

- Gather materials and research: November 2012
- Work with WAHD to procure needed materials and develop others – December 2012 to January 2013
- Finalized plans to WAHD (to include 3 paper binders and 1 jump drive with all documents) – February 1, 2013
- WAHD review of plans and amendments with BVAM, LLC – February, 20, 2013
- Completion of other objectives – March-April 2013