

RESOLUTION NO. 23896

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A MODIFICATION TO THE MEMORANDUM AGREEMENT WITH THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES, RELATIVE TO CONTRACT NO. 233-02-0026, THE METROPOLITAN MEDICAL RESPONSE SYSTEM (“MMRS”).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, TENNESSEE, That the Mayor be and is hereby authorized to execute a modification to the Memorandum Agreement with the United States Department of Health and Human Services, relative to Contract No. 233-02-0026, the Metropolitan Medical Response System (“MMRS”) in the form attached hereto and made a part hereof by reference. This modification will result in increased MMRS funding to the City of Chattanooga of an additional \$200,000.00, for supplies, services and/or training.

ADOPTED: August 19, 2003

PAN/pm

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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2. AMENDMENT/MODIFICATION NO. MODIFICATION # 2
3. EFFECTIVE DATE 07/28/03
4. REQUISITION/PURCHASE REQ. NO. 000125
5. PROJECT NO. (If applicable)

6. ISSUED BY
DHHS/Program Support Center
Division of Acquisition Management, AOS
5600 Fishers Lane
Parklawn Building, Room 5-101
Rockville, MD 20857
7. ADMINISTERED BY (If other than Item 6)
OMB No. 0990-0115

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and ZIP Code)
City of Chattanooga
E. 11th Street
Suite 100
Chattanooga, TN 37402
9A. AMENDMENT OF SOLICITATION NO.
9B. DATED (SEE ITEM 11)
10A. MODIFICATION OF CONTRACT/ORDER NO.
233-02-0026
10B. DATED (See Item 13)
06/17/2002

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
Appro. No.: 7030700.001 CAN: 3H974438 OBJ. Class: 25.2Z Increase: \$ 200,000.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(x) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
FAR 52.243-I Changes - Fixed Price (AUG 1987) Alternate I (APR 1984)
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
See attached pages.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)
16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Michele Trotter
15B. CONTRACTOR/OFFEROR
15C. DATE SIGNED
16B. UNITED STATES OF AMERICA
16C. DATE SIGNED

The purpose of the above referenced modification is to change item 11 in the payment schedule, statement of work, and delivery schedule and to add item 12 to the payment schedule, statement of work and delivery schedule as follows:

1. Section B - Supplies or Services and Prices/Costs, B.1. Consideration, Deliverables 8, 9, 10, and 11 are deleted in their entirety and replaced with the following:

ITEM	AMOUNT OF PAYMENT
Deliverables 8, 9, 10, and 11 Component MMRS Plan for Local Hospitals and Healthcare Systems	<u>\$ 160,000</u>
MMRS Training Plan (includes initial and refresher training requirements)	
MMRS Equipment Plan	
Progress Reports (This should be a brief monthly status report)	

2. Section B - Supplies and Services and Prices/Costs, B.1. Consideration, the following item is added:

ITEM	AMOUNT OF PAYMENT
12. Updated Detailed List of Pharmaceuticals and Equipment Acquisitions	<u>\$ 200,000</u>
Continuation and Sustainment Planning Template	
Final Operational Report	

3. Section C - Description/Specification/Work Statement, 3. Statement of Work, item 11 is deleted in its entirety and replaced with the following:

11. Provide monthly progress reports that describe activities undertaken the previous month and the progress on the contract deliverables. By the fifteenth (15th) of each month, these reports shall be sent to the Project Officer, the Program Support Center (PSC) Contracting Officer, and to the Metropolitan Medical Response System Program Office. These reports shall describe successful endeavors and barriers encountered. Any barrier encountered shall be accompanied with a plan to resolve the issues. Include all meeting minutes that relate to MMRS development.
4. Section C - Description/Specification/Work Statement, 3. Statement of Work, the following item 12 is added:
 - NOTE: 11** Equipment purchases under this contract shall be harmonized with equipment received from all Federal and State programs.
 - NOTE: 12** No equipment, pharmaceuticals, or antidotes may be purchased under this contract until these listed items are submitted and approved by the Project Officer.
 - NOTE: 13** These deliverables will be compared to the Statement of Work (SOW) requirements as articulated in the attached Evaluation Instrument (Appendix C).
 12. Continue MMRS planning efforts to ensure that the MMRS is operational, including acquisition of pharmaceuticals and equipment as identified, planned and approved in deliverable number 2a and 10. Continue to submit brief monthly progress reports and a final report at the end of the contract period. The final report must constitute an assessment of response capabilities (enhanced or created) that exist now as a result of the MMRS planning effort. The report shall identify actual equipment and pharmaceuticals procured and received under the contract. Identify additional assets/requirements that you will look to the Federal Government to provide. These additional assets must be addressed in an addendum to the basic MMRS Plan.

Complete the Five-Year MMRS Continuation Planning Template provided by Metropolitan Medical Response System Program Office (see Appendix D). This information will be useful for possible future planning purposes. The broad categories for continuation planning are MMRS Maintenance, Pharmaceuticals, Equipment, and Training. Do not consider this template to be all-inclusive. Add items to the template as needed.

The final report shall include a statement that the MMRS has achieved operational status. The final report shall be presented to the Project Officer at the end of the contract period.

5. Section F - Deliverables or Performance, F.1. Period of Performance is changed as follows:

The period of performance for this contract is May 24, 2002, through September 30, 2004, unless extended by modification.

6. Section F - Deliverables or Performance, F.2. Reporting Requirements and Deliverables the following item 11 is deleted in its entirety and replaced with the following:

<u>Item Description</u>	<u>Quantity</u>	<u>Due Date</u>
11. Progress Reports(This should be brief monthly status report)	4*	15 th day of each month

*Provide electronic versions (disk, CD, or email)

NOTE: All deliverables shall contain the number of the contract.

One copy of all deliverables shall be furnished to the State Health Department or otherwise identified Governor's point of contact.

One copy of all deliverables shall be furnished to the Project Officer.

One copy of all deliverables shall be furnished to Mr. Dennis Atwood, MMRS Program Manager, Metropolitan Medical Response System Program, Emergency Preparedness and Response Directorate, U.S. Department of Homeland Security, 500 C Street, S.W., Washington, D.C. 20472. Mr. Atwood may be reached by e-mail at: mmrsadmin@fema.gov.

One copy of all progress reports and the final report shall be furnished to Michele Trotter, Contracting Officer, AOS/PSC/DHHS, 5600 Fishers Lane, Room 5-101, Rockville, MD 20857. Ms. Trotter may be reached by e-mail at: mtrotter@psc.gov.

7. Section F - Deliverables or Performance, F.2. Reporting Requirements and Deliverables the following item is added:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Due Date</u>
12	Updated Detailed List of Pharmaceuticals and Equipment Acquisitions	3	Sept. 30, 2004
	Continuation and Sustainment Planning Template	3	Sept. 30, 2004
	Final Operational Report	4	Sept. 30, 2004

8. Section J - List of Attachment, Item 3, Appendix C is added as follows:

2. Appendix C - 2002 MMRS Contract Deliverable Evaluation Instrument for Item 12 (page 1 of 1)

9. Section J - List of Attachment, Item 4, Appendix D is added as follows:

3. Appendix D - Five - Year MMRS Continuation and Sustainment Planning Template (page 1 of 1)

10. All other terms and conditions remain the same.