



TOWN COUNCIL SPECIAL MEETING

Monday, September 18, 2023 at 6:00 PM

Town Hall - Chapin Hall - 41 South Main Street Randolph, MA 02368

AGENDA

This is a hybrid meeting. The public is invited to attend this meeting in person or remotely, by telephone or computer access. This meeting is being posted pursuant to the state statute authorizing temporary remote participation as described here: <https://www.randolphma.gov/DocumentCenter/View/1864/remotemeetings23>

Join Zoom Meeting: <https://us02web.zoom.us/j/86495385600>

Or One tap mobile: +13017158592, 86495385600#

Or Dial: +1 301 715 8592 Webinar ID: 864 9538 5600

Please note that this Town Council Meeting will be video and audio recorded and will be broadcast, including over local cable and the internet. Any person, upon entering a council meeting or hearing for any purpose, including the purpose of participating, viewing, listening or testifying, grants permission to the Town Council to record and televise or otherwise publish their presence and testimony.

A. Call to Order - Roll Call - Pledge of Allegiance

B. Moment of Silent Prayer

C. Proclamations

1. Proclamation for Solèy Leve 4th Year Anniversary
2. Proclamation for Mattapan/Greater Boston Technology Learning Center, Inc.
3. Proclamation for Marius Marie Gilia Birthday

D. Motions, Orders, and Resolutions

1. Resolution 2023-001: Resolution Concerning Testing of PFAS Soils and Surface Waters for PFAS
2. Resolution 2023-002: Concerning Conservation Commission Review of PFAS
3. Resolution 2023-003: Resolution Concerning the Town of Randolph Becoming a Member of the Brockton Area Transit Authority ("BAT")

E. New Business

1. Council Order 2023-049: Payment of Prior Year Unpaid Bill
2. Council Order 2023-050: Acceptance of Norfolk County 5-EAST (NC5E) Intermunicipal Agreement Concerning Collaboration Among The Town of Randolph, The City of Quincy, The Town of Holbrook, The Town of Weymouth and the Town of Braintree concerning the provision of public health services

F. Adjournment

Notification of Upcoming Meeting Dates

October 16 and 30

November 6 and 20

December 11

Resolution: 2023-001

Introduced By: Councilor Jesse Gordon
September 18, 2023

RESOLUTION CONCERNING
TESTING OF SOILS AND SURFACE WATERS FOR PFAS

WHEREAS, the Town of Randolph supplies water to the homes and businesses of Randolph, in conjunction with the Tri Water Board and the Joint Water Board; and

WHEREAS, Per- and Polyfluoroalkyl Substances (PFAS) are regulated by the Federal Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP); and

WHEREAS, PFAS refers to a family of chemicals used since the 1950s to manufacture stain-resistant, water-resistant, and certain types of firefighting foam and other products; and

WHEREAS, PFAS are water-soluble compounds that can seep into surface soils, groundwater or surface water and can contaminate rivers, lakes, fish, wildlife and drinking water; and

WHEREAS, the Town of Randolph is required to perform various tests on the quality of the drinking water in the Town, and Randolph does perform those tests as required, including testing for PFAS on output water; and

WHEREAS, testing is required for six PFAS compounds currently regulated by DEP, referred to as PFAS6, pursuant to the October 2, 2020, DEP PFAS public drinking water standard, which established a Massachusetts Maximum Contamination Level (MMCL), of 20 nanograms per liter (ng/L) (or parts per trillion (ppt)) - individually or for the sum of concentrations of these six specific PFAS; and

WHEREAS, the Town is concerned about the sources of the PFAS levels that do appear in the Town’s water testing of output water and its sources in input water,

NOW THEREFORE BE IT RESOLVED that the Randolph Town Council supports the Town undertaking additional testing for PFAS in soils and surface waters in and around the Town’s drinking water sources, including in surface waters that run into the reservoir. The Town Council supports such testing by Town employees, including the Department of Public Works, or by an outside lab or consultant. The Town Council supports such testing being conducted in a variety of areas around the Town of Randolph, with a goal to identify any high-concentrations of PFAS to determine possible sources of PFAS contamination.

Resolution: 2023-002

Introduced By: Councilor Jesse Gordon
September 18, 2023

RESOLUTION CONCERNING
CONSERVATION COMMISSION REVIEW OF PFAS

WHEREAS, pursuant to the Town of Randolph Wetlands Ordinance, which is Chapter 196 of the Town Ordinances, and the Wetlands Protection Act (MGL c. 131, § 40; the Act), the Randolph Conservation Commission is entrusted and empowered to protect the wetlands, water resources, flood prone areas, and adjoining upland areas in the Town of Randolph by controlling activities deemed by the Conservation Commission likely to have a significant or cumulative effect on resource area values, including but not limited to the following: public or private water supply, groundwater supply, flood control, erosion and sedimentation control, storm damage prevention including water quality, prevention and control of pollution, fisheries, wildlife habitat, rare species habitat including rare plant and animal species, agriculture, aquaculture, and recreation values, deemed important to the community; and

WHEREAS, as part of that process, the Conservation Commission reviews proposed work or projects that will affect Town wetlands and waterways: and

WHEREAS, as part of that review, the Conservation Commission is charged with reviewing water quality, prevention and control of pollution, including pollution that affects public or private water supplies; and

WHEREAS, the Conservation Commission has the authority to require applicants to submit such information and plans as are deemed necessary by the Commission to describe proposed activities and their effects on the resource areas protected by the Wetlands Ordinance; and

WHEREAS, the Conservation Commission has the authority to impose reasonable fees upon applicants for the purpose of securing outside consultants including engineers, wetlands scientists, wildlife biologists or other experts in order to aid in the review of proposed projects; and

WHEREAS, when approving a permit request, the Conservation Commission shall, pursuant to the Wetlands Ordinance and the Act, impose conditions which the Commission deems necessary or desirable to protect resource area values, and all activities shall be conducted in accordance with those conditions; and

WHEREAS, Per- and Polyfluoroalkyl Substances (PFAS) are emerging contaminants; and

WHEREAS, the Conservation Commission application forms and policies and procedures were developed prior to a public awareness of the potential harms of such contaminants; and

WHEREAS, the people of Randolph desire to reduce the amount of PFAS entering our reservoir, by identifying and removing PFAS sources upstream:

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Randolph supports the Conservation Commission taking the following actions:

1. That the Conservation Commission amend its application materials to require that information be provided on known PFAS levels at the site of any proposed work or project, and that testing for PFAS be done on any surface waters on the site.
2. That the Conservation Commission impose reasonable fees upon applicants for the purpose of securing outside consultants including engineers, wetlands scientists, wildlife biologists or other experts on any project where there is an indication of the presence of PFAS on site, so that a report can be generated for the Conservation Commission concerning PFAS presence at the site and possible sources of said PFAS. Said report would include information on soil and water testing conducted by certified PFAS testing labs.
3. That the Conservation Commission include conditions, where appropriate, in permits for sites where PFAS is present that require ongoing monitoring and testing for PFAS in surface waters and soils.
4. That the Conservation Commission include conditions, where appropriate, in permits for sites where PFAS is present, concerning remediation of PFAS, including insurance for such remediation and any downstream damages, where appropriate.

Resolution: 2023-003

Introduced By: Councilor Jesse Gordon
September 18, 2023

**RESOLUTION CONCERNING THE TOWN OF RANDOLPH BECOMING A
MEMBER OF THE BROCKTON AREA TRANSIT AUTHORITY (“BAT”)**

WHEREAS, the Brockton Area Transit Authority (“BAT”) is a regional transit authority currently made up of the following 11 communities: Abington, Avon, Bridgewater, Brockton, East Bridgewater, Easton, Hanson, Rockland, Stoughton, West Bridgewater, and Whitman; and

WHEREAS, BAT was established in 1974 and reports to the Rail and Transit Division (“RTD”) of the Massachusetts Department of Transportation under Chapter 25 of the Acts of 2009, “An Act Modernizing the Transportation Systems of the Commonwealth”; and

WHEREAS, regional transit authorities are governed by Chapter 161B and Chapter 6C, Section 53 of the Massachusetts General Laws; and

WHEREAS, pursuant to applicable law a municipality, such as Randolph, which is a member of the Massachusetts Bay Transit Authority (“MBTA”) system, may join an additional regional transit authority upon receiving certain approvals; and

WHEREAS, those approvals include approval by the Town Manager, approval by a vote of the Town Council, approval by the MBTA and approval by the BAT; and

WHEREAS, certain information must be provided in support of an application for membership in the BAT, including a formal written request and an analysis or statement of need showing the reason for the Town’s request to join the BAT system; and

WHEREAS, the BAT system currently includes a Bus Route #12 that runs through Randolph, from Brockton to Ashmont station in Boston, including numerous desired destinations for the people of Randolph; and

WHEREAS, the BAT #12 bus runs through North Randolph but disallows passengers to exit in Crawford Square and North Randolph, allowing embarkation and disembarkation only from Town Hall and South Randolph; and

WHEREAS, there is a jurisdictional overlap between the BAT and the MBTA which has resulted in limitations on where BAT passengers may embark and disembark in Randolph; and

WHEREAS, these limitations are based, in part, on the fact that Randolph is a member of the MBTA but not of the BAT;

NOW THEREFORE BE IT RESOLVED that the Randolph Town Council supports the development of a statement of need demonstrating the basis for the Town of Randolph to join the BAT system and supports Randolph taking all other necessary actions for the Town of Randolph to become a member of the BAT system; and

BE IT FURTHER RESOLVED that the Town of Randolph Town Council supports eliminating the restrictions on embarkation and disembarkation on BAT Bus Route #12 for stops within the Town of Randolph.

Council Order 2023-049

Introduced By: Town Manager Brian Howard
September 18, 2023**Payment of Prior Year Unpaid Bill**

To see if the Randolph Town Council will vote to transfer Three Thousand Four Hundred Ten Dollars (\$3,410) to pay certain prior year unpaid bills, as identified in the chart below:

SOURCE			USE	
Description	Amount		Description	Amount
FY24 Legal Expenses	\$ 3,410.00		Brooks & DeRensis P.C.	\$ 3,410.00
TOTAL \$ 3,410.00			TOTAL \$ 3,410.00	

Explanation:

There was a mix-up about whether an FY 2023 outside counsel bill was addressed to the Joint Board or the Town. As a result of the confusion, neither party ever paid the bill. After review, it is a Town bill.

Council Order 2023-050

**Introduced By: Town Manager Brian Howard
September 18, 2023**

**Council Order Authorizing The Town of Randolph to
Enter Into an Intermunicipal Agreement Among
The Town of Randolph, The City of Quincy, The Town of Holbrook,
The Town of Weymouth and The Town of Braintree
Concerning the Provision of Public Health Services**

The Randolph Town Council hereby authorizes the Town Manager to execute, and the Town of Randolph to enter into, the Norfolk County 5-EAST (NC5E) Inter-Municipal Agreement Concerning Collaboration Among The Town of Randolph, The City of Quincy, The Town of Holbrook, The Town of Weymouth and the Town of Braintree concerning the provision of public health services (the “NC5E Agreement”) in substantially the form attached hereto, as well as any other related agreements or documents as necessary to effectuate the provision of public health services as described in the NC5E Agreement and to take any other actions necessary to carry out the terms of the NC5E Agreement, to amend the terms of the NC5E Agreement, or to terminate the NC5E Agreement, in the best interests of the Town of Randolph.

Inter-Municipal Agreement

Concerning Collaboration among the Town of Randolph, the City of Quincy, the Town of Holbrook, the Town of Weymouth and the Town of Braintree

This Norfolk County 5-East (NC5E) Inter-Municipal Agreement (*hereinafter* “*Inter-Municipal Agreement*” or “*Agreement*”), is entered into by and among the city known as the **Town of Randolph** on its own behalf and in its capacity as Host Agent of the Norfolk County 5-East (hereinafter referred to as the NC5E), the **City of Quincy**, the **Town of Holbrook**, the city known as the **Town of Weymouth**, and the city known as the **Town of Braintree**, all hereinafter referred to collectively as the “*Parties*” or “*Municipalities*,” and individually as a “*Party*” or “*Municipality*,” effective this the ____ day of _____ 2023 (the “Effective Date”). The Parties to this Inter-Municipal Agreement hereby agree as follows:

WHEREAS, the **Town of Randolph** was awarded a Public Health Excellence for Shared Services grant by the Commonwealth of Massachusetts (*the “Grant Program”*) to create a cross-jurisdictional public health service sharing program consistent with the recommendations contained in the Special Commission on Local and Regional Public Health’s (*hereinafter “SCLRPH”*) June 2019 Report; and

WHEREAS, the purpose of the Grant Program is to implement the recommendations made in the SCLRPH’s June 2019 Report by increasing local public health capacity through regional shared services, programs and agreements; and

WHEREAS, each of the Municipalities offers public health services and resources, and desires to increase its capacity to provide said services and resources and improve regional public health by entering this Inter-Municipal Agreement; and

WHEREAS, the Town of Randolph, by entering into an agreement with the Commonwealth of Massachusetts governing its participation in the Grant Program, is willing to manage the administrative obligations of the Grant Program and has the administrative staff and capacity to do so; and

WHEREAS, the Town of Randolph’s Commissioner of Public Health, Gerard F. Cody, R.E.H.S/R.S., is hereby designated by the Town of Randolph as the manager of the Grant Program and shall hereinafter be referred to as the “*Program Manager*”; and

WHEREAS, the Municipalities agree and consent that the **Town of Randolph** is the Lead Municipality, as described herein, and is afforded all of the rights and protections enjoyed as the Lead Municipality of the Grant Program so long as such rights and protections are permitted under the Grant Program and by the grant opportunity;

NOW, THEREFORE, the Municipalities, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

NORFOLK COUNTY 5-EAST.

There is hereby established a collaborative of the Municipalities to be known as the “*Norfolk County 5-East*” (“NC5E”) which shall hereinafter be referred to as the “*Collaborative*.” Each Municipality shall be a member of the Collaborative that is created by this Inter-Municipal Agreement and each member of the Collaborative shall designate a representative to the

Collaborative Advisory Board. The representatives to the Collaborative Advisory Board shall communicate and shall meet as needed to implement the Grant Program, as described in this Inter-Municipal Agreement and in the attachments hereto. The *Program Manager* is hereby designated and authorized by the Municipalities and by the Collaborative to act on their behalf with regard to the Grant Program. The *Shared Services Coordinator* shall periodically report to the members of the Collaborative and to the Collaborative Advisory Board concerning the Grant Program and the activities conducted pursuant to that Grant Program. To the extent permitted by law, the Program Manager shall coordinate, manage, and direct the activities of the Parties with respect to the subject matter and administration of the Grant Program, the Scope of Services, this Inter-Municipal Agreement, and the Grant Agreement between the *Town of Randolph* and the Commonwealth of Massachusetts, attached hereto as Exhibit A (Grant Agreement) and Exhibit B (Scope of Services), the terms of which are expressly incorporated herein, and the terms of which shall bind all Parties hereto and any programs or services provided under the terms of this Inter-Municipal Agreement or the attached Grant Agreement. The Parties agree that they, and the Collaborative and the Collaborative Advisory Board, shall reasonably cooperate with the Program Manager to implement and comply with the Grant Program and to implement the activities to be conducted pursuant to that Grant Program.

The Municipalities hereby expressly authorize the Town of Randolph to execute a Grant Agreement with the Commonwealth of Massachusetts, in essentially the form attached hereto as Exhibit A, for the purposes described in this Inter-Municipal Agreement.

The Parties agree that this Norfolk County 5-East (NC5E) Inter-Municipal Agreement Concerning Collaboration among the Town of Randolph, the City of Quincy, the Town of Holbrook, the Town of Weymouth and the Town of Braintree shall be in force and effect from the Effective Date through the end of the Grant Program. However, in no event shall the term of this Inter-Municipal Agreement be for longer than 3 years without the express written authorization of each of the Parties.

1. Term. The term of this Grant Agreement shall commence on the Effective Date set forth above and shall expire when the funds for the Grant Program are no longer available, or when terminated in accordance with this Grant Agreement's terms; provided that the term of this Agreement shall not exceed three (3) years unless reauthorized by the Parties in writing. Nothing herein shall be interpreted to prevent the Parties from extending the term of this Grant Agreement. Nothing herein shall be interpreted to prevent the Municipalities from extending the term of the Inter-Municipal Agreement beyond the exhaustion of the grant funds with the written consent of all Municipalities.
2. Lead Municipality. During the term of this Grant Agreement, the *Town of Randolph* will act as the Lead Municipality overseeing the Grant Program provided for herein. The *Town of Randolph* has been expressly authorized by the Municipalities to execute this Grant Agreement between the *Town of Randolph* and the Commonwealth of Massachusetts concerning the Grant Program, the terms of which are expressly incorporated into the Inter-Municipal Agreement and shall bind the Municipalities, and any programs and services provided pursuant to the Grant Agreement or this Inter-Municipal Agreement.

As the Lead Municipality, the *Town of Randolph* shall act for the Collaborative with respect to all future grant applications to be submitted during the term of this Grant Agreement and all gifts and grants received collectively by the Municipalities pursuant to said grant applications during the term of this Grant Agreement. The Town of Randolph shall designate a Program Manager under the Grant Agreement and the Inter-Municipal

Agreement. Prior to submission, the Program Manager must approve all grants or applications submitted by the Collaborative during the term of the Grant Agreement or the term of the Inter-Municipal Agreement. The Town of Randolph shall act as the Municipalities' purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized by the Program Manager established pursuant to Section 5 of this Agreement, to be entered into collectively by the Municipalities concerning the Grant Program. Final approval of any such contract is subject to the approval of the Program Manager and appropriation by each Municipality, to the extent required.

3. Program Manager. The *Town of Randolph*, as Lead Municipality, designates the Program Manager, who is the *Town of Randolph's* Commissioner of Public Health, and, through the Program Manager and the Randolph Health Department, shall perform all necessary fiscal and administrative functions necessary to receive the funds for the Grant Program, to administer the Grant Program and Grant Program funds, and to provide the services contemplated under this Grant Agreement as part of the Grant Program. The Town of Randolph, through the Program Manager shall be the holder of all grant funds related to the Grant Program, and may retain up to 15% of the funds received through the Grant Program for wages and resources related to the performance of such duties, in accordance with the Grant Program *Scope of Services*, attached hereto as Exhibit B and incorporated herein, and the policies and procedures established by the Collaborative Advisory Board, as set forth herein. The *Program Manager* shall keep records of all funding and expenditures relating to the Grant Program. For the purposes of employment status and health, retirement and other benefits, and immunities and indemnification as provided by law, the *Program Manager* and any of the *Town of Randolph's* Health Department staff or other Town of Randolph employees working on behalf of the Collaborative, shall be considered employees of the *Town of Randolph* and shall be accorded all benefits enjoyed by other *Town of Randolph* employees within the same classification as they are or shall be established. The Collaborative shall not have the power to directly employ any staff.
4. The Parties and the Municipalities shall be bound by the terms of the grant award provided by the Commonwealth of Massachusetts and by all applicable requirements of law.
5. Collaborative Advisory Board. There shall be a Collaborative Advisory Board which shall be convened at least quarterly.
 - a. Composition: one member and one alternate. One representative from each Municipality shall be a full voting member whose term shall be as determined by each Municipality. The second representative from each Municipality shall be an associate/alternate member who shall sit on the Collaborative Advisory Board as a full member and may vote only when the full member is not in attendance. Each Municipality shall maintain its individual local Health Department and Board of Health, which shall retain their own legal authority and autonomy as provided by law.
 - b. Voting: One Municipality, one vote. Every voting member of the Collaborative Advisory Board shall have an equal voice in determining shared priorities and services to be provided. The *Shared Services Coordinator* may be appointed as the second representative for the lead municipality.
 - c. Quorum: A majority of the voting members of the Collaborative Advisory Board shall constitute a quorum for the purposes of transacting business. The Collaborative Advisory Board may act by a simple majority of members present and voting unless otherwise provided herein.

- d. Roles and Responsibilities of the Collaborative Advisory Board:
 - 1) Meet quarterly.
 - 2) Develop annual goals and adopt policies for the Collaborative governing programs provided pursuant to this Grant Agreement.
 - 3) Advise on NC5E priorities.
 - 4) Develop a sustainability plan for the Collaborative.
 - 5) Support each Municipality's endeavors to comply with all mandatory reporting requirements as proscribed by the *Office of Local and Regional Health* ("OLRH"), to the extent reasonably possible pursuant to the Grant Agreement or the Inter-Municipal Agreement.
 - 6) Promote attendance at grant holder meetings convened by the OLRH.
 - e. Meetings: The Collaborative Advisory Board shall meet quarterly and may schedule additional meetings, as necessary. All meetings shall be conducted in compliance with the Massachusetts Open Meeting Law M.G.L. c. 30A, §§ 18-25, as may be amended from time to time.
6. Shared Services Program Participation. Each Municipality as part of the Grant Agreement and the Inter-Municipal Agreement shall participate in the Shared Services Program, which comprises the provision of Grant Program services to all of the Municipalities, collectively, as follows:
- a. Each Municipality will collaborate with the Collaborative's duly authorized agents and representatives and Collaborative Advisory Board.
 - b. Each Municipality will direct its agents and employees to work in good faith with the NC5E duly authorized agents, nurses, and any other employees or representatives acting pursuant to the terms of the Grant Agreement or the Inter-Municipal Agreement.
 - c. Each Municipality will be a member of the Collaborative Advisory Board as established pursuant to this Agreement and always appoint and maintain two Collaborative Advisory Board representatives.
 - d. Each Municipality will use its best efforts to ensure that a representative of the Municipality will attend all Collaborative Advisory Board meetings (*either in-person or via remote access*) throughout the term of the Grant Agreement and the Inter-Municipal Agreement.
 - e. Each Municipality will use its best efforts to ensure that a representative of the Municipality will attend all training sessions which are offered in conjunction with the Grant Program geared towards stakeholders under the Grant Program, as required by the DPH or its representatives pursuant to the Grant Program.
 - f. Shared Services shall be provided to the Municipalities that form the Collaborative known as NC5E pursuant to the Inter-Municipal Agreement, which Collaborative consists of Randolph, (*the lead municipality*), Quincy, Holbrook, Braintree and Weymouth.
7. Payment and Funding.
- a. Grant Program Funding
Pursuant to G.L. c. 40, §4A, any funds received for the Grant Program pursuant to this Grant Agreement, shall be deposited with the treasurer of the *Town of Randolph* and held as a separate account and may be expended with the approval of the

Program Manager, under the provisions of G.L. c. 44, §53A, for contribution to the cost of the Grant Program only.

Section E, Item2.

- b. The *Program Manager* may authorize the disbursement of funds for any shared contractor, salary, or wages, consistent with the terms of the Grant Agreement or the Inter-Municipal Agreement, and/or for any program, service, or benefit that is consistent with the terms of the Grant Agreement.
 - c. The *Town of Randolph* as the holder of Grant Program funds will pay invoices within 60 days, subject to the availability of funds; provided, however, that the Town of Randolph shall not be obligated to supply any funding or incur any cost more than the amounts made available pursuant to the Grant Program nor shall the Town of Randolph be obligated to supply any funding or incur any cost for anything outside the scope of services for the Grant Program. Individual Municipal costs incurred outside the scope of this Grant Agreement and specific to the needs of an individual Municipality will be borne solely by that Municipality. Any funds contributed by the Grant Program shall only be used for purposes of the Grant Program, as described or incorporated herein.
 - d. Annually, the *Program Manager* will develop and approve a public health services budget for the Grant Program. Initially, these services are funded by a 3-year Public Health Excellence Grant from the Department of Public Health administered by the *Town of Randolph*. It is the intention of the *Town of Randolph* to seek additional grant funds to sustain these services but if that is unsuccessful, participating Municipalities agree that they will revisit the Grant Agreement and the Inter-Municipal Agreement and determine whether they will allocate Municipal funds from each Municipality to continue participation in the absence of grant funding. The *Program Manager* will provide each Municipality with sufficient notice to allow that Municipality's funding authority to authorize any such expenditure. Unless the expenditure of non-grant funds is authorized by each Municipality pursuant to the Grant Agreement and the Inter-Municipal Agreement, grant funds shall be the only funds expended under those agreements. There will be no direct cost to participating Municipalities under those agreements. Execution of the Grant Agreement and the Inter-Municipal Agreement does not obligate any Municipality to directly fund the Grant Program and a written amendment to the Inter-Municipal Agreement would be required before such funding could be required.
 - e. Pursuant to G.L. c. 40, §4A, any Municipality may, but shall not be required to, raise money by any lawful means to further the purposes of the Grant Program and any such funds shall be provided to and held by the *Town of Randolph* and expended pursuant to the terms of this Agreement for the Grant Programs.
8. Employees. Employees, volunteers and personnel of each Municipality providing services pursuant to the Grant Agreement or the Inter-Municipal Agreement shall be deemed employees of their respective Municipalities and not regional employees or employees of

the Collaborative or any other Municipality. An employee who performs services, pursuant to the Grant Agreement or the Inter-Municipal Agreement on behalf of another member Municipality, shall be deemed to be acting within the scope of that employee's current Municipal job duties at all times and shall remain an employee of the employee's Municipality for all purposes, including insurance coverage purposes and indemnification. The provision of services pursuant to or related to this Grant Agreement or the Inter-Municipal Agreement shall not change an employee's employment status, benefits eligibility or terms of employment.

9. Indemnification & Insurance. To the extent permitted by law, each Municipality shall defend, indemnify, and hold the other Municipalities harmless from and against any and all claims, demands, liabilities, actions, causes of action, costs, and expenses, including attorney's costs and fees, arising out of the indemnifying Municipality's acts or omissions, breach of this Agreement, or the negligence or misconduct of the indemnifying Municipality or its agents or employees.
 - a. In entering into the Grant Agreement and the Inter-Municipal Agreement, no Municipality waives any governmental immunity or statutory limitation of damages. Should the Collaborative or a Municipality incur any liabilities on behalf of the Grant Program such as unemployment insurance or other unforeseen expenses, the Collaborative Advisory Board shall review such expenses and, upon a determination by the Collaborative Advisory Board and upon the recommendation of the Program Manager that the expenses are reasonable and were incurred in furtherance of the Grant Program and are not the responsibility of any individual Municipality, each of the member municipalities will proportionally share in the liability for such expenses.
 - b. The Municipalities shall obtain and keep in full force and effect public liability insurance in the amount of One Million (\$1,000,000) Dollars combined single limit for bodily injury, death, and property damage arising out of any one occurrence, protecting the other Municipalities against all claims for bodily injury, \$3,000,000 aggregate, death, or property damage arising directly or indirectly out of the Indemnification Provisions of this Agreement.
10. Entrance. Any municipality may petition the Collaborative to join the Grant Agreement and the Inter-Municipal Agreement to the extent permitted by the grants. In order to approve the addition of a new entity to the agreements for the Grant Program, the Department of Public Health and Program Manager shall be required to approve said entrant and said petition shall be presented for review and approval to the Collaborative Advisory Board.
11. Withdrawal. If any Municipality other than the Town of Randolph fails to enter into this Collaborative by failing to execute this Agreement, this Agreement shall continue in full force and effect for all of the Municipalities who have signed and entered into the Agreement. Any Municipality other than the *Town of Randolph, (the Lead Municipality)*, by written notice from its respective authorizing Chief Executive Officer, may withdraw from the Grant Agreement and the Inter-Municipal Agreement with the provision of at least three (3) months prior written notice to the *Town of Randolph*. Any Municipality may withdraw at the end of any fiscal year upon written notice to the Town of Randolph by that Municipality's Chief Executive Officer. The *Program Manager* has the authority to reallocate grant funding or other outside funding that would have been allocated to the Municipality that has left the Grant Agreement and the Inter-Municipal Agreement. Any

Party may terminate the Grant Agreement or the Intermunicipal Agreement in the event of material breach of one or both of those Agreements upon 60 days' notice to the breaching party and an opportunity to cure.

12. Conflict Resolution. The *Program Manager* may hold meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality, administration of the shared services programs, the terms of the Grant Agreement and the Inter-Municipal Agreement, data reporting, and any other matters the Parties to the Grant Agreement or the Inter-Municipal Agreement deem necessary.
13. Financial Safeguards. The *Town of Randolph* shall maintain separate, accurate, and comprehensive records of all services performed for each of the Municipalities, and all contributions received from the Municipalities, relating to the Grant Agreement and the Grant Program. The Town of Randolph shall be responsible for all accounting relating to the Grant Agreement, the Inter-Municipal Agreement and the Grant Program.
14. Assignment. None of the Municipalities or the Parties shall assign or transfer any of its rights or interests in or to the Grant Agreement or the Inter-Municipal Agreement, or delegate any of its obligations hereunder, without the prior written consent of all the other Municipalities or Parties.
15. Amendment. The Grant Agreement and the Inter-Municipal Agreement may be amended only in writing, as edited and recommended by the Program Manager, and as executed by the Parties to the respective agreement.
16. Severability. If any provision of the Grant Agreement or the Inter-Municipal Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of those agreements or affect the application of such provision to any other circumstances, and the remaining provisions thereof shall not be affected and shall remain in full force and effect.
17. Governing Law. The Grant Agreement and the Inter-Municipal Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts, without regard to the provisions of Conflicts of Laws. Any dispute arising under the Grant Agreement or the Inter-Municipal Agreement shall be adjudicated by a Court sitting in the Commonwealth of Massachusetts.
18. Headings. The paragraph headings herein are for convenience only, are not part of the Grant Agreement or the Inter-Municipal Agreement, and shall not affect the interpretation of the agreements.
19. Non-Discrimination. Neither the Commonwealth of Massachusetts, the Lead Municipality nor the Municipalities shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.

20. Notices. Any notice permitted or required hereunder to be given or served on the Commonwealth of Massachusetts or any Municipality shall be in writing signed in the name of or on behalf of the entity giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail.
21. Complete Agreement. This Agreement constitutes the entire agreement between and among the Parties concerning the subject matter hereof, superseding all prior agreements and understandings. The Grant Agreement constitutes the entire agreement among the Municipalities concerning the subject matter thereof, superseding all prior agreements and understandings. There are no other agreements or understandings between and among the Parties or the Municipalities concerning the subject matter hereof. Each Party and Municipality acknowledges that it has not relied on any representations by any other Party or Municipality or by anyone acting or purporting to act for another Party or Municipality or for whose actions any other Party or Municipality is responsible, other than the express, written representations set forth in the Grant Agreement and the Inter-Municipal Agreement.
22. Each person executing the Grant Agreement or the Inter-Municipal Agreement warrants that he/she is authorized to execute the agreement on behalf of the Party or Municipality for whom he/she signs.

IN WITNESS WHEREOF, an authorized representative of each Municipality hereby executes this Inter-Municipal Agreement on behalf of the Municipality and on behalf of the Municipality's Board of Health/Health Department, under seal, as of the date first written above:

[REMAINDER OF PAGE LEFT BLANK]

TOWN OF RANDOLPH – ON ITS OWN BEHALF AND AS HOST AGENT

Brian Howard
Town Manager
Town of Randolph

Gerard F. Cody, REHS/RS
Public Health Commissioner
Town of Randolph

CITY OF QUINCY

Thomas Koch
Mayor
City of Quincy

Marli Caslli
Commissioner of Public Health
City of Quincy

TOWN OF HOLBROOK

Town Administrator
Town of Holbrook

Britney Jayne
Health Agent
Town of Holbrook

TOWN OF WEYMOUTH

Robert L. Hedlund
Mayor
Town of Weymouth

Daniel McCormack
Director of Public Health
Town of Weymouth

TOWN OF BRAINTREE

Charles C. Kokoros
Mayor
Town of Braintree

Marybeth McGrath
Director of Health
Town of Braintree

EXHIBIT A

**Grant Agreement Between
the Town of Randolph and the Commonwealth of Massachusetts**

DPH MASTER AGREEMENT ENGAGEMENT FORM

Bureau: DPH Offices

Engagement Contract ID: INTF1200P01236938255

Vendor Name: TOWN OF RANDOLPH

Vendor Code: VC6000191951

Vendor Contact: Gerard Cody

Vendor Email: gcody@randolph-ma.gov

Master Agreement Id: MUNICIPALPHSERVICES0

Procurement No: 236938

Procurement Name: PUBLIC HEALTH SERVICES AT THE LOCAL AND REGIONAL LEVEL

DPH Program Manager: Rachael Cain

DPH Program Manager Email: Rachael.Cain2@mass.gov

☒ New

Dates of Service:

Anticipated Start Date*: 07/01/2023

End Date: 06/30/2024

Total Engagement Maximum Obligation \$819,700.00

☐ RFQ _____ attached Vendor response☒ NOI 24W240050133☐ Confidentiality Agreement☐ Amendment

Amendment Type:

Original Start Date:

Current End Date:

New End Date:

Current Total Engagement Maximum Obligation _____

Engagement Amendment Amount (+ or -) _____

New Total Engagement Maximum Obligation _____

☐ RFQ _____☐ NOI _____☒ DPH MA PP Budget Attached

Expenditures must be made in accordance with the approved budget for this engagement and the terms and conditions of the procuring agency's RFR and contract.

Periodic Scheduled Payment Installments: Payments will be made upon the submission of a payment voucher(s) that are complete and that include appropriate documentation in accordance with the terms of the service scope and governing contract.

Expenditure Reporting: Triannual or quarterly narrative reports and expenditure reports

Funding: Funding for this engagement is subject to the appropriation of funds by the Massachusetts legislature or the federal government for the year(s) in which services are delivered.

Changes to Scope and for Terms: Any changes to this engagement must be agreed upon in writing by both parties.

Termination: The Department, upon prior written notice, may terminate this engagement without cause and without penalty, or may terminate or suspend an engagement if the vendor breaches any material term or condition or fails to perform or fulfill any material obligation required by this engagement, or in the event of an elimination of an appropriation or absence of sufficient funds for the purposes of an engagement, or in the event of an unforeseen public emergency mandating immediate department action.

Vendor Authorized Signature

Department Authorized Signatures

Authorized Vendor Signature and Date

Authorized DPH Bureau Representative Signature and Date

Print Name and Title

Print Name and Title

* The effective start date of this Engagement or Amendment shall be the latest date this document has been executed by an authorized signatory of the Vendor, the Department or a later Engagement or Amendment start date specified above

Forbes, Marlene M (DPH)

From: Sheehan, Brian W (DPH)
Sent: Tuesday, August 15, 2023 9:42 AM
To: Forbes, Marlene M (DPH)
Cc: Trager, Sarah (DPH); Cain, Rachael (DPH)
Subject: RE: Randolph Public Health: FY24 Training & PHE Budgets

Hi Marlene,
Randolph's budgets have been reviewed and approved.
Thanks,
Brian

From: Amanda Richardson <arichardson@randolph-ma.gov>
Sent: Monday, August 14, 2023 10:54 AM
To: Trager, Sarah (DPH) <Sarah.Trager@mass.gov>; Cain, Rachael (DPH) <rachael.cain@state.ma.us>; Sheehan, Brian W (DPH) <Brian.W.Sheehan@mass.gov>; Gerard Cody <gcody@randolph-ma.gov>; Forbes, Marlene M (DPH) <Marlene.M.Forbes@mass.gov>
Subject: Randolph Public Health: FY24 Training & PHE Budgets

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Marlene,

I have attached the FY24 Training & PHE Budgets.

Kind Regards,

Amanda Richardson

Contract Conditions

Contract ID#: INTF1200P01236938255

We have read and will adhere and comply to the requirements in the attached Contract Conditions and Attachments.

Provider Name: TOWN OF RANDOLPH

Signature: 

Date: 8-11-23

The Department of Public Health (DPH) and the Vendor/Contractor have agreed that reported performance and expenditures are to be compensated under the settlement portion of the engagement. The Settlement Period starts on July 1, 2023, and ends One Day Prior to DPH Signatory Date on the standard engagement form.

Group Structure & Governance:

1. Maintain up-to-date documentation of Letters of Commitment from all participating municipalities in your Shared Service Arrangement (SSA). An intermunicipal agreement (IMA) is not a substitute for the Letter of Commitment requirement.
2. OLRH must be notified in writing by the lead municipality of any changes to municipalities participating in a group's SSA. Any changes to the involved municipalities must be communicated to OLRH in writing by March 1, 2024, for FY25 funding considerations.
3. Establish and/or enhance a governance structure that involves representatives of all participating municipalities. Governance boards must meet regularly under established rules of procedures to make democratic decisions about SSA policies, personnel, operations, and finances.
4. Establish and/or enhance executed intermunicipal agreements by December 31, 2023. These IMAs must be sent to OLRH by December 31, 2023.

Staffing:

5. Identify and maintain a management position from the lead entity to coordinate between municipalities and with DPH.
6. Maintain a minimum of a 0.5 FTE Shared Services Coordinator position, who is responsible for grant deliverables, being the point of contact for the grant, and attending required meetings and trainings. Approval is required from your designated program coordinator if it is necessary to hire a contractor for shared services coordination or if less than 0.5 FTE is deemed necessary for a municipal employee in this role.

Deliverables & Grant Participation Expectations:

7. Provide timely quarterly narrative and expenditure reports in a format and method provided by OLRH. Quarterly narrative and expenditure reports must be received in a timely manner in order for OLRH to process quarterly payments. If a grantee anticipates a delay in submitting deliverables, they must submit a request for an extension to their respective program coordinator. Grantees have a two month grace period from the quarterly narrative/expenditure report deadline to submit deliverables. If reporting is delayed more than two months past the deadline, OLRH will not be able to process that quarterly payment.
8. Submit full, detailed workplans and budgets for FY25 by the deadline established by OLRH at the end of FY24. Workplans and budgets must work towards meeting the current phase of performance standards based on the current results of the capacity assessment, must incorporate shared services, and must incorporate health and racial equity.
9. Attend contract, training, learning collaborative, evaluation, and meetings provided by OLRH staff and its partners. Required engagements will include attending racial equity training and participating in various technical assistance activities (e.g. legal, inter- and intra-municipal relations and communications, etc.). At least one shared service arrangement staff member (ex. Shared Services Coordinator), one relevant staff member from each municipality in your shared

- service arrangement, and one Local Board of Health member from the shared services arrangement are required to attend OLRH's racial equity training.
10. Attend monthly PHE Grantee Meetings and quarterly check-ins with your designated program coordinator.
 11. Seek prior approval from OLRH for changes in the proposal and use of funding. All work performed pursuant to this contract is subject to review and approval of the Department prior to any public release of said work. If a selected vendor performs any work through agents, subcontractors, assigns, or the like, all such work shall be subject to the terms of this contract. This includes but is not limited to publications and presentations.
 12. Provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs and work to adopt Culturally and Linguistically Appropriate Services (CLAS) National Standards. <https://www.mass.gov/service-details/clas-national-standards>

Workforce Development:

13. Agree to collaborate with your designated Field Training Hub.
14. Ensure adequate staffing support and adequately trained staff to meet the needs of the shared service area and comply with the workforce standards within the established performance standards. Staffing patterns should be arranged to meet the needs and represent diverse population of your SSA.

Field Training Hubs (FTH):

15. Provide the structure and capacity to implement field training in the areas of environmental health inspection, including housing/community sanitation, food protection and Title 5/wastewater.
16. Maintain up-to-date documentation of the shared service arrangements (SSAs) contacts designated covered by your FTH.
17. Collaborate with the SSAs that make up your FTH structure.
18. Maintain up to 4 full-time equivalent trainers to provide field training on environmental health, including housing inspections, other community sanitations inspections, food inspections, and Title 5/wastewater. Provide a justification for the trainer numbers and types you need for your hub, based on assessment of need. Each trainer should be paid no less than \$70,000/annually with benefits \$87,000.
19. Maintain a minimum of a 0.5 FTE Non-Trainer Coordinator position, who is responsible for supporting trainers with registration, coordination of trainings and trainees, coordination with the OLRH Senior Coordinator for Field Operations and the state Central Trainers.
20. Commit to ensuring diversity of trainers, minimally representing the diversity of the region.
21. Demonstrated capacity to provide supervision and support of field trainers.
22. Provide timely quarterly narrative (data on trainers, trainees, and trainings) and expenditure reports in a format and method provided by OLRH. Quarterly narrative and expenditure reports must be received in a timely manner in order for OLRH to process quarterly payments. **If a FTH grantee anticipates a delay in submitting quarterly reports, they must submit a request for an**

extension to the Senior Coordinator for Field Operations. If reporting is delayed more than two months past the deadline, OLRH will not be able to process that quarterly payment.

23. Attend required meetings with OLRH Workforce Development lead staff.
24. Submit full, detailed workplans and budgets for FY25 by the deadline established by OLRH at the end of FY24. Workplans and budgets must work towards finding sites for field training, how you will track trainers, and share announcements with SSAs on available training. Ensuring that there is equitable access to trainings in the PHE regions.
25. Logistical management of having field trainers participate in DPH Training of field trainers.
26. Work with the Senior Coordinator in collaboration with LPH partners and other DPH programs to ensure alignment, to revise field curricula when necessary, and to decrease duplication as well as to acquire feedback about the FTH model. Seek prior approval from OLRH for changes in the proposal and use of funding. All work performed pursuant to this contract is subject to review and approval of the Department prior to any public release of said work. If a selected vendor performs any work through agents, subcontractors, assigns, or the like, all such work shall be subject to the terms of this contract. This includes but is not limited to publications and presentations.
27. Collaborate with OLRH and state Central Trainers in sharing resources to FTH professionals on DPH standardized curricula for field training.
28. Work with the state Central Trainers to ensure standardization of the training protocols and standard curricula; utilize DPH curricula.
29. Work with OLRH Workforce Development Unit on using the new learning management system TRAIN.
30. Grant funds can be used for staff salaries, benefits, payroll taxes, support staff, consultants, travel, health communication, applicable technology hardware and software, training and credentialing for the field trainers, inspection supplies, membership fees, and occupancy, as outlined by the "Field Training Hubs: FY24 Allowable Expenses," document. The primary purpose of this procurement is to expand local public health capacity to provide more field training opportunities to PHE professionals in the areas of community sanitation, food protection, and Title 5/wastewater. Funds cannot be used for equipment without prior written approval from DPH. Use of funds for capital expenses are not allowed; special requests may be considered by DPH, and decisions will be communicated in writing. **Funds cannot be used to supplant existing municipal funding for public health services.**

Performance Standards and Data:

31. Participate in local board of health/health department capacity assessment and workforce standards assessment using the tools provided by OLRH and its partners.
32. Enhance capacity of shared service area to acquire, store, and use data to improve public health. Utilize MAVEN, MIIS, and new public health data reporting system under development.
33. Ensure 100% continuous MAVEN coverage for all municipalities in shared services arrangement.

Other:

34. OLRH is working with a vendor on a comprehensive, equity-centered evaluation of the strategies and initiatives arising from the OLRH's 2023 strategic planning process and initiatives

aligned with the Special Commission on Local and Regional Public Health. PHE grantees agree to participate in OLRH's evaluation initiative activities.

Allowable Costs:

Grant funds can be used for staff salaries, benefits, payroll taxes, support staff, consultants, travel, health communication, applicable technology hardware and software, training and credentialing, nursing supplies, inspection supplies, membership fees, and occupancy, as outlined by the, "Public Health Excellence Grants: FY24 Allowable Expenses," document. The primary purpose of this procurement is to expand local public health capacity to better achieve performance standards by adding staff and ensuring adequately trained staff to provide direct public health services. The lead applicant may charge up to 15% to the grant for administrative costs. Funds cannot be used for equipment without prior written approval from DPH. Funds are not intended for capital expenses; however, DPH may consider special requests, and decisions will be communicated in writing. Funds cannot be used to supplant existing municipal funding for public health services.

Unallowable Costs:

Publicity and propaganda (lobbying):

Other than for normal and recognized executive-legislative relationships, no funds may be used for:

- publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
- the salary or expenses of any grant or contract recipient or agent acting for such recipient related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before any legislative body,
- See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: <https://www.cdc.gov/grants/documents/anti-lobbying-restrictions.pdf>



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

MAURA T. HEALEY
Governor

KIMBERLEY DRISCOLL
Lieutenant Governor

KATHLEEN E. WALSH
Secretary

ROBERT GOLDSTEIN, MD, PhD
Commissioner

Tel: 617-624-6000
www.mass.gov/dph

08/10/2023

TOWN OF RANDOLPH
41 S MAIN ST
RANDOLPH, MA 023684820

Attn: Gerard Cody

R/E: Contract #: INTF1200P01236938255

The Massachusetts Department of Public Health, DPH Offices is awarding you an engagement contract in accordance with RFQ# 24W240050133 - Public Health Excellence Grant Program for Shared Services. The engagement contract will be in effect through 06/30/2024 with options for renewal through 06/30/2033.

Enclosed please find an Engagement Contract package for you to review, sign and return via email scan. Please take note of the following:

- **NEW ENGAGEMENT CONTRACT/AMENDMENT/RENEWAL FORM**

This form must be signed with an **authorized signature**, dated, and returned via email scan. Do not use correction fluid anywhere on the forms.

All attachments must be completed for your contract package to be processed.

If you have programmatic questions about your engagement **contract package**, please contact your Bureau Program Manager **Rachael Cain** at **Rachael.Cain2@mass.gov**.

Please sign with an **authorized signature** and return the contract package via email scan to **Ebony Williams** at **ebony.m.williams2@mass.gov**, no later than close of business on **08/21/2023**.

Sincerely,

Sam Wong
Bureau Director
Office of Local and Regional Health

Acceptable forms of Authorized signatures:

1. Traditional hand drawn "wet signature" (ink on paper);
2. Scan Copy of hand drawn signature
3. Electronic signature that is either:
 - a. Hand drawn using a mouse or finger if working from a touch screen device;
 - b. An uploaded picture of the signatory's hand drawn signature
4. Electronic signatures affixed using a digital tool such as Adobe Sign or DocuSign

Please Note:

The typed text of a signature even in computer-generated cursive script, or an electronic symbol, **are not acceptable forms** of electronic signature.

Award Letter Additional Information

Contract ID #: INTF1200P01236938255

The Department of Public Health (DPH) and the Vendor/Contractor have agreed that reported performance and expenditures are to be compensated under the settlement portion of the engagement. The Settlement Period starts on July 1, 2023 and ends One Day Prior to DPH Signatory Date on the standard engagement. The Scope of Services are to expand local public health capacity by adding staff and ensuring adequately trained staff to provide direct public health services.

Department of Public Health

Section E, Item2.

Director Name WYN OF RANDOLPH	Fiscal Year 2024
Director Code VC6000191951	

DPH Bureau/Program Name Office of Local and Regional Health	Contract Number INTF1200P01236938255
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RFR# 236938

Today's Date 8/6/2023

Program Component	FTE	CURRENT BUDGET (A)	Proposed Changes +/- (B)	Proposed New Budget (C)	Justification (D)
1. Direct Care/Prog. Support Staff					
PHE Coordinator	0.5	\$46,578.74		\$ 46,578.74	Part-time PHE Coordinator
PHE Inspector-Food	1	\$73,119.80		\$ 73,119.80	Full-time PHE Food Inspector
PHE Epidemiologist	0.5	\$46,578.74		\$ 46,578.74	Part-time PHE Epidemiologist
PHE Inspector Housing	0.5	\$42,184.50		\$ 42,184.50	Part-time PHE Housing Inspector
PHE Health Officer EP	0.25	\$20,922.72		\$ 20,922.72	1/4 Time PHE Health Officer, Environmental Protection
SUB TOTAL	2.75	\$ 229,384.50	\$ -	\$ 229,384.50	
Fringe Benefits	0.00%			\$ -	
1. TOTAL DIRECT CARE/PROGRAM STAFF		\$ 229,384.50	\$ -	\$ 229,384.50	

Program Component	CURRENT BUDGET (A)	Proposed Changes +/- (B)	Proposed New Budget (C)	Justification (D)
2. Other Direct Care/Program				
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
2. TOTAL OTHER DIRECT/PROGRAM	\$ -	\$ -	\$ -	

Occupancy				
Program Facility			\$ -	
Facility Operations, Maint. and Furn		\$115.50	\$ 115.50	PHE Supplies
3. TOTAL OCCUPANCY		\$ 115.50	\$ 115.50	
SUB TOTAL: 1 + 2 + 3		\$ 229,500.00	\$ 229,500.00	
Administrative Support				
Max Cap Amount:	17.65%		\$ 40,500.00	
4. AGENCY ADMIN. SUPPORT		\$40,500.00	\$ 40,500.00	

TOTAL 1+2+3+4+5	\$ 270,000.00	\$ -	\$ 270,000.00	
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Department of Public Health

Section E, Item2.

Vendor Name TOWN OF RANDOLPH		DPH Bureau/Program Name Office of Local and Regional Health	
Vendor Code VC6000191951	Fiscal Year 2024	Contract Number INTF1200P01236938255	RFR# 236938
		Today's Date 8/8/2023	

Program Component	FTE	CURRENT BUDGET (A)	Proposed Changes +/- (B)	Proposed New Budget (C)	Justification (D)
1. Direct Care/Prog. Support Staff					
HUB Coordinator	0.50	\$46,578.74		\$ 46,578.74	Part-time RFTH Coordinator
HUB Trainer 1	0.25	\$20,922.72		\$ 20,922.72	1/4 Public Health Officer
HUB Trainer 2	0.50	\$46,578.74		\$ 46,578.74	Part-time Public Health Nurse
HUB Trainer 3	1.00	\$93,157.48		\$ 93,157.48	Full-time Housing
HUB Trainer 4	1.00	\$93,157.48		\$ 93,157.48	Full-time Food
SUB TOTAL	3.25	\$ 300,395.16	\$ -	\$ 300,395.16	
Fringe Benefits	0.00%				
1. TOTAL DIRECT CARE/PROGRAM STAFF		\$ 300,395.16	\$ -	\$ 300,395.16	

Program Component	CURRENT BUDGET (A)	Proposed Changes +/- (B)	Proposed New Budget (C)	Justification (D)
2. Other Direct Care/Program				
HUB Training Related Supplies & Support	\$166,849.84		\$ 166,849.84	Seminar Related Costs
			\$ -	
			\$ -	
			\$ -	
			\$ -	
2. TOTAL OTHER DIRECT/PROGRAM	\$ 166,849.84	\$ -	\$ 166,849.84	

Occupancy				
Program Facility			\$ -	
Facility Operations, Maint. and Furn.			\$ -	
3. TOTAL OCCUPANCY			\$ 467,245.00	
SUB TOTAL: 1 + 2 + 3			\$ 549,700.00	
Administrative Support				
Max Cap Amount:	17.65%		\$ 82,455.00	
4. AGENCY ADMIN. SUPPORT			\$ 82,455.00	

TOTAL 1+2+3+4+5	\$ 549,700.00	\$ -	\$ 549,700.00	
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Sub Recipient Notification

The purpose of this communication is to fulfill the requirement established in 2 CFR 200. 331 (a) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Your organization is receiving this communication because it receives federal funds from DPH in the form of a sub-award, and DPH's relationship with your organization is defined as a sub-recipient relationship.

A sub recipient is defined as a non-federal entity that receives a sub-award from a pass-thru-entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A sub-recipient may also be a recipient of other federal awards directly from a federal awarding agency.

The attached report identifies information that DPH is required to provide to all entities that meet the description of a sub-recipient.

This communication will be sent:

1. Whenever federal sub-awards are a part of the contractual relationship between DPH and the entities that it contracts with to provide services; and
2. Whenever the amount of those federal sub-awards change during the course of the contractual relationship.

Your organization may have other contracts with DPH that are not sub-awards because they do not include federal funds. This communication does not pertain to any state funds your organization may have received from DPH.

Your organization's contract may be a combination of federal and state funds. In this case, this communication only pertains to the federal funds portion of your contract.

For a list of other requirements and information that your organization is required to adhere to as a sub-recipient of DPH, please see:

1. Commonwealth of Massachusetts Standard Contract form;
2. Purchase of Service – Attachment 3 – Fiscal Year Program Budget (if applicable);
3. The appropriate Commonwealth Terms and Conditions; and
4. The Request for Response (RFR) and related documents.

Please be advised that DPH should have access to your organization's records and financial statements as is necessary to meet the requirements of this sub-award.

Contract Number: INTF1200P01236938255

Vendor Name - FEIN: TOWN OF RANDOLPH - 046001275

Fiscal Year	CFDA	Appropriation	Grant Name	Agency Name	Start Date	End Date	Amount
2024	93.354	4516-1016	COOPERATIVE AGREEMENT FOR EMERGENCY RESPONSE: PUBLIC HEALTH CRISIS RESPONSE	CDC	07/01/2023	06/30/2024	\$549,700.00
Grand Total of 2024							\$549,700.00

NEW BUDGET:

- 1 Complete all the sections in gray.
- 2 Make sure the % for Fringe and Agency Admin

- Amending a Budget:**
- 1 Enter the budget changes in the Proposed Changes column
 - 2 Be sure the Proposed Changes column totals

- 1 Enter the budget changes in the Proposed Ch
- 2 Be sure the Proposed Changes column totals

Gerard F. Cody, REHS / RS
Public Health Commissioner

Ann Martin, RN / MSN
Public Health Nurse

Carol Cronin
Principal Clerk

Peggy Montlouis, MBA
Community Health Educator



RANDOLPH **PUBLIC HEALTH**

41 South Main Street
Randolph, MA 02368
MAIN TEL: 781-961-0924
www.townofrandolph.com

BOARD OF HEALTH

Dr. David Kaplan, MPH / Ph.D / CHO / RS *Chair*
Barbara Mahoney, RN / MHA
Dov Yoffe, BS, BSN, RN
Patricia M. Cedeño-Zamor, Ph.D / MSW / MHA
Sharon E. George, CCHW

August 11, 2023

Marlene M. Forbes
Business Management Specialist
Massachusetts Department of Public Health
250 Washington Street
Boston, MA 02108

RE: Contract # INTF1200P01236938255

Dear Mr. Forbes,

I am writing from the Town of Randolph Public Health Department to submit the **FY24 Engagement Package** for INTF1200P01236938255. It includes the completed budget and signed payment voucher as instructed.

Should you have any questions, please contact this office at (781) 961-0924 or by email at gcody@randolph-ma.gov.

Sincerely,

Gerard F. Cody R.E.H.S. / R.S.
Public Health Commissioner

cc: Board of Health



Gerard Cody <gcody@randolph-ma.gov>

DPH Engagement Package- Randolph INTF1200P01236938255

1 message

Forbes, Marlene M (DPH) <Marlene.M.Forbes@mass.gov>

Thu, Aug 10, 2023 at 11:54 AM

To: "gcody@randolph-ma.gov" <gcody@randolph-ma.gov>

Cc: "Trager, Sarah (DPH)" <Sarah.Trager@mass.gov>, "Cain, Rachael (DPH)" <Rachael.Cain2@mass.gov>, "Sheehan, Brian W (DPH)" <Brian.W.Sheehan@mass.gov>

Good Morning,

Attached is your FY24 new engagement package with The Massachusetts Department of Public Health, Office of Local and Regional Health. These documents provide additional detail regarding your award and scope of work. Please review, sign, and scan all required documents on or before close of business August 21, 2023. Please note, we must receive the completed budget and signed Payment Voucher, to move forward with processing your engagement.

If you have any questions, please feel free to contact Sarah Trager who is cc'd above.

Thank you,

Marlene M. Forbes

Business Management Specialist

Department Of Public Health

250 Washington St. Boston, MA 02108

Phone: (781)613-5058

6 attachments**AwardLetter-Randolph.pdf**
1658K**Engagement-Randolph.pdf**
463K**BUDGET - FY24 Randolph.xls**
433K**Randolph PV FY24.xls**
379K**SubRecipient-Randolph.pdf**
4K**BUDGET - FY24 Randolph training.xls**
433K



Gerard Cody <gcody@randolph-ma.gov>

DPH Engagement Package- Randolph INTF1200P01236938255

1 message

Forbes, Marlene M (DPH) <Marlene.M.Forbes@mass.gov>

Thu, Aug 10, 2023 at 11:54 AM

To: "gcody@randolph-ma.gov" <gcody@randolph-ma.gov>

Cc: "Trager, Sarah (DPH)" <Sarah.Trager@mass.gov>, "Cain, Rachael (DPH)" <Rachael.Cain2@mass.gov>, "Sheehan, Brian W (DPH)" <Brian.W.Sheehan@mass.gov>

Good Morning,

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If you have any questions, please feel free to contact Sarah Trager who is cc'd above.

Thank you,



Marlene M. Forbes

Business Management Specialist

Department Of Public Health

250 Washington St. Boston, MA 02108

Phone: (781)613-5058

6 attachments **AwardLetter-Randolph.pdf**
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379K **SubRecipient-Randolph.pdf**
4K **BUDGET - FY24 Randolph training.xls**
433K



Blanket Bid BD-22-1031-ADMIN-ADM07-73357

General Items Address Accounting Routing Attachments(10) Notes Bidders Questions Amendments(4) Q & A Reminders(1) Summary

Header Information

Bid Number: BD-22-1031-ADMIN-ADM07-73357 **Description:** 214333 PUBLIC HEALTH EXCELLENCE GRANT PROGRAM FOR SHARED SERVICES RE-OPEN 4 **Status:**

Purchaser: Alafia Spencer **Minor Status:**

Organization: Department of Public Health **Department:** OFFICES - DPH Offices **Location:**

Fiscal Year: 22 **Allow Electronic Quote:** No **Required Date:**

Show On Web: Yes **Available Date:** 03/31/2022 02:00:00 PM

Bid Opening Date: 05/03/2022 12:00:00 PM **Informal Bid:** No

Bid Type: Open Bid **Purchase Method:** Blanket **Catalog Id (for cont**

Estimated Cost: \$0.00 **Blanket/Contract End Date:** 06/30/2023 12:00:00 AM **Type Code:**

Alternate ID: 214333 **Bulletin Desc:** **Pre-Bid Conference**

Blanket/Contract Begin Date: 07/01/2022 12:00:00 AM

Info Contact: Sarah Trager contact Email: Sarah.Trager@mass.gov

UNSPSC Code Certified Required: No **Acknowledge Inclusion required:** No **Hour of Acknowled**

Subcontractor Info: **Quote Notification:** No

Date Last Updated: 07/06/2022 11:08:30 AM **User Last Updated:** Alafia Spencer **Item Single Award**

Ship-to Address: Procurement 250 Washington Street, 8th Floor Boston, MA 02108 US Email: dphprocurementteam@state.ma.us Phone: (617)624-5800 **Bill-to Address:** Procurement 250 Washington Street, 8th Floor Boston, MA 02108 US Email: dphprocurementteam@state.ma.us Phone: (617)624-5800 **Print Format:**

Solicitation Enabled: No **Rolling Enrollment Enabled:** ☐ **Allow vendors to si**

Invoice Method: Three Way Match **Open Enrollment Enabled:** ☐ **Close Q&A For Ven**

Bidders:

Vendor Id	Vendor Name	Preferred Delivery Method	Notifications
00000046	Elit Community Human Services, Inc.	Email	Bid Available: Emailed to procurements@eliotchs.org a Emailed to procurements@eliotchs.org a Emailed to procurements@eliotchs.org a Emailed to procurements@eliotchs.org a Emailed to procurements@eliotchs.org a
00000068	Collaborative for Educational Services	Email	Bid Available: Emailed to iortegabustamante@collabor Emailed to iortegabustamante@collabor Emailed to iortegabustamante@collabor Emailed to iortegabustamante@collabor Emailed to iortegabustamante@collabor
00000102	YWCA of Central Massachusetts	Email	Bid Available: Emailed to gmm@ywcacentralmass.org a Emailed to gmm@ywcacentralmass.org a Emailed to gmm@ywcacentralmass.org a Emailed to gmm@ywcacentralmass.org a Emailed to gmm@ywcacentralmass.org a
00000103	COMPREHENSIVE ENVIRONMENTAL INC.	Email	Bid Available: Emailed to shanson@ceiengineers.com a Emailed to shanson@ceiengineers.com a Emailed to shanson@ceiengineers.com a Emailed to shanson@ceiengineers.com a Emailed to shanson@ceiengineers.com a
00000110	The May Institute Inc.	Email	Bid Available: Emailed to cgoodrich@mayinstitute.org a Emailed to cgoodrich@mayinstitute.org a



00000125	CHIPPENHAM	Email	ORG AVAILABLE: Emailed to rmoconnor@lynnma.gov at 03. Emailed to rmoconnor@lynnma.gov at 04. Emailed to rmoconnor@lynnma.gov at 04. Emailed to rmoconnor@lynnma.gov at 04. Emailed to rmoconnor@lynnma.gov at 07.
00000238	South Middlesex Opportunity Council	Email	Bid Available: Emailed to heagles@smoc.org at 03/31/2 Emailed to heagles@smoc.org at 04/13/2 Emailed to heagles@smoc.org at 04/19/2 Emailed to heagles@smoc.org at 04/21/2 Emailed to heagles@smoc.org at 07/06/2
00000243	South Boston Neighborhood House	Email	Bid Available: Emailed to rnfiske@sbnh.org at 03/31/20. Emailed to rnfiske@sbnh.org at 04/13/20. Emailed to rnfiske@sbnh.org at 04/19/20. Emailed to rnfiske@sbnh.org at 04/21/20. Emailed to rnfiske@sbnh.org at 07/06/20.
00000279	City of Somerville	Email	Bid Available: Emailed to anosnik@somervillema.gov at Emailed to anosnik@somervillema.gov at Emailed to anosnik@somervillema.gov at Emailed to anosnik@somervillema.gov at Emailed to anosnik@somervillema.gov at
00000313	Town of canton	Email	Bid Available: Emailed to ljutras@town.canton.ma.us at Emailed to ljutras@town.canton.ma.us at Emailed to ljutras@town.canton.ma.us at Emailed to ljutras@town.canton.ma.us at Emailed to ljutras@town.canton.ma.us at
00000407	L.U.K. Crisis Center, Inc.	Email	Bid Available: Emailed to shoy@luk.org at 03/31/2022 0 Emailed to shoy@luk.org at 04/13/2022 1 Emailed to shoy@luk.org at 04/19/2022 1 Emailed to shoy@luk.org at 04/21/2022 1 Emailed to shoy@luk.org at 07/06/2022 1
00000428	Way Finders, Inc.	Email	Bid Available: Emailed to dmcpartlan@wayfinders.org a Emailed to dmcpartlan@wayfinders.org a Emailed to dmcpartlan@wayfinders.org a Emailed to dmcpartlan@wayfinders.org a Emailed to dmcpartlan@wayfinders.org a
00000516	VHB	Email	Bid Available: Emailed to bswedberg@vhb.com at 03/31 Emailed to bswedberg@vhb.com at 04/13 Emailed to bswedberg@vhb.com at 04/19 Emailed to bswedberg@vhb.com at 04/21 Emailed to bswedberg@vhb.com at 07/06
00000525	Metropolitan Area Planning Council	Email	Bid Available: Emailed to bids@mapc.org at 03/31/2022 Emailed to bids@mapc.org at 04/13/2022 Emailed to bids@mapc.org at 04/19/2022 Emailed to bids@mapc.org at 04/21/2022 Emailed to bkeppard@mapc.org at 04/21 Emailed to bids@mapc.org at 07/06/2022 Emailed to bkeppard@mapc.org at 07/06
00000526	Dragonfly Educational Consulting Services, Inc	Email	Bid Available: Emailed to chris.lyons@dragonflyecs.com Emailed to chris.lyons@dragonflyecs.com Emailed to chris.lyons@dragonflyecs.com Emailed to chris.lyons@dragonflyecs.com Emailed to chris.lyons@dragonflyecs.com
00000557	WORK Inc.	Email	Bid Available: Emailed to ssmith@workinc.org at 03/31/ Emailed to ssmith@workinc.org at 04/13/ Emailed to ssmith@workinc.org at 04/19/ Emailed to ssmith@workinc.org at 04/21/ Emailed to ssmith@workinc.org at 07/06/
00000674	Hillcrest Educational Centers, Inc.	Email	Bid Available: Emailed to msupranowicz@hillcrestec.org Emailed to msupranowicz@hillcrestec.org Emailed to msupranowicz@hillcrestec.org Emailed to msupranowicz@hillcrestec.org Emailed to msupranowicz@hillcrestec.org
00000694	Child Care of the Berkshires, Inc.	Email	Bid Available: Emailed to Irichards@ccberkshire.org at

00000709	Community Action Pioneer Valley	Email	Bid Available: Emailed to rhimlin@communityaction.us Emailed to rhimlin@communityaction.us Emailed to rhimlin@communityaction.us Emailed to rhimlin@communityaction.us Emailed to rhimlin@communityaction.us
00000737	Education Development Center, Inc.	Email	Bid Available: Emailed to EDC_Opp_Monitoring@edc.or Emailed to EDC_Opp_Monitoring@edc.or Emailed to EDC_Opp_Monitoring@edc.or Emailed to EDC_Opp_Monitoring@edc.or Emailed to EDC_Opp_Monitoring@edc.or
00000746	Town of Wellesley	Email	Bid Available: Emailed to gsaraceno@wellesleyma.gov ; Emailed to gsaraceno@wellesleyma.gov ; Emailed to gsaraceno@wellesleyma.gov ; Emailed to gsaraceno@wellesleyma.gov ; Emailed to gsaraceno@wellesleyma.gov ;
00000780	Town of Barnstable	Email	Bid Available: Emailed to johanna.boucher@town.barn: Emailed to johanna.boucher@town.barn: Emailed to johanna.boucher@town.barn: Emailed to johanna.boucher@town.barn: Emailed to johanna.boucher@town.barn:
00000791	CITY OF FALL RIVER	Email	Bid Available: Emailed to jdiblasio@fallriverma.org at 0: Emailed to jdiblasio@fallriverma.org at 0: Emailed to jdiblasio@fallriverma.org at 0: Emailed to jdiblasio@fallriverma.org at 0: Emailed to jdiblasio@fallriverma.org at 0:
00000801	Commonwealth of Massachusetts - Operational Services Division	Email	Bid Available: Emailed to JACKIE.BROWNELL@STATE.MA Emailed to JACKIE.BROWNELL@STATE.MA Emailed to JACKIE.BROWNELL@STATE.MA Emailed to JACKIE.BROWNELL@STATE.MA Emailed to JACKIE.BROWNELL@STATE.MA
00000816	TOWN OF STOUGHTON	Email	Bid Available: Emailed to RDEWAR@STOUGHTON-MA.C Emailed to RDEWAR@STOUGHTON-MA.C Emailed to RDEWAR@STOUGHTON-MA.C Emailed to RDEWAR@STOUGHTON-MA.C Emailed to RDEWAR@STOUGHTON-MA.C

1-25 of 2105
1 2 3 4 5 6 7 8 9 10

SBPP (Small Business Purchasing Program) Eligible?: NO

See SBPP requirements and exceptions at www.mass.gov/sbpp :

Procurement Type: Request for Response

Estimated Award Date: 12/31/2022

Amendments:

Amendment #	Amendment Date	Amendment Note
1	04/13/2022 11:24:27 AM	The most recent bidders conference presentation along with Questions and Answers are not available for viewing. Attachment File Changes: Header 1. File 'REQ 214333 Community Level data.xlsx': File 'READ Attachment A RFR 214333 Program Bidders Conf.pdf': Order changed from "0" to "6". 4. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added . 2. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added .
2	04/19/2022 11:54:49 AM	The attachment A and attestation form is now available for viewing. Attachment File Changes: Header 1. File 'REQ 214333 Community Level data.xlsx': File 'READ Attachment A RFR 214333 Program Bidders Conf.pdf': Order changed from "0" to "6". 4. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added . 2. File 'REQ 214333 RFR Attestation Form': File 'REQ 214333 RFR Attestation Form' deleted . 3. File 'REQ 214333 RFR Attestation Form' added . 4. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added . 5. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added .
3	04/21/2022 12:12:54 PM	Attachment File Changes: Header 1. File 'REQ -Must complete and return forms as instructed in the RFR.zip': File deleted . 2. File 'REQ 214333 RFR Attestation Form': File 'REQ 214333 RFR Attestation Form' deleted . 3. File 'REQ 214333 RFR Attestation Form' added . 4. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added . 5. File '04.11.22 PH Excellence Grant Program Bidders Conf.pdf' added .
4	07/06/2022 11:08:30 AM	The Intent to Award notice is now available for viewing. Attachment File Changes: Header 1. File 'Intent to Award Round' added .

Reminder List

05/03/2022

release RFR to Deb

Alafia Spencer

to
Remind

0

04/21/2022 12:21

Attachments

Files:

Intent to Award Notice RFR 214333 Round
 214333 RFR PHE RE-OPEN 4
 214333 Application Response Form Re-Open 4
 INFO Standard Contract Form revised 7-2020.
 VENDACT- Forms to be completed by potential bidders new to the state system or who need to update existing vendor information in MMAR
 READ - Read only documents do not need to be returned with the application.zip
 REQ - Complete and return forms as instructed in the RFR.zip
 READ Attachment A RFR 214333 Community Level data.xlsx
 04.11.22 PH Excellence Grant Program Bidders Conf.pdf
 04.12.22 PHE Q AND A R4.pdf

Forms:

Required Quote Attachments

Item Information

Item # 1: Please note that this is a reopening of RFR 214333 Public Health Excellence Grant Program for Shared Services originally posted under bid number: BD-21-11 submissions. Proposals may be submitted for up to \$300,000 annually; approximately 12 additional awards will be made. Please see this link for more information.

UNSPSC Code: 00-00-00
 Grant Opportunity

Disable Pricing On Quote	Qty	Unit Cost	UOM	Total Discount Amt.	Tax
Yes	1.0	\$0.00	EA - Each		\$0.00
Manufacturer:	Brand:			Model:	
Make:	Packaging:			Product Height:	
Product Length:	Product Width:				
UPC/ISBN:	SKU:				
Tags:	URL:				

Account Code

There is no item accounting available for this item.

Pre-Bid Approval Path:

Approval Path - AP01 - (Approval of BIDS)

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action
	1	Mary Beth Curley	Sharon Dyer david harvey	1	03/31/2022 10:19 AM	03/31/2022 10:49 AM	Approved (Mary Beth Curley)

Bid Tab

Cancel Bid

Clone Bid

Print

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DEPARTMENT OF PUBLIC HEALTH
OFFICE OF HEALTH EQUITY
NOTICE OF INTENT --- #W24005

The Office of Local and Regional Health (OLRH) of the Massachusetts Department of Public Health (DPH) sought proposals from qualified vendors to support public health cross-jurisdictional shared-service arrangements through Request for Responses (RFR) #214333 starting in April of 2021. DPH originally received funding in FY21 for grants to advance the Special Commission on Local and Regional Public Health recommendations in its final report of June 2019 – *Blueprint for Public Health Excellence: Recommendations for Improved Effectiveness and Efficiency of Local Public Health Protections* (Blueprint). The report is available at the following link: www.mass.gov/orgs/special-commission-on-local-and-regional-public-health.

As noted in the Blueprint, Massachusetts and national evidence supports cross-jurisdictional sharing as a means to improve effectiveness and efficiency. By working together, municipalities will be better able to meet statutory requirements, respond to public health emergencies, and plan public health improvements. The Public Health Excellence Grant Program was designed to address the Commission's recommendations for improved effectiveness and efficiency of local and regional public health by expanding opportunities for sharing of public health services.

Municipalities or regional planning agencies/regional government councils representing local boards of health were eligible to receive these grant funds. Applicants submitted proposals that fell into one of the following three categories:

- 1) To expand shared services arrangements to include more municipalities.
- 2) To expand shared services arrangements to provide a more comprehensive and equitable set of public health services and/or sustainable business models.
- 3) To support new cross-jurisdictional sharing arrangements.

The purpose of this amended notice is to announce beginning July 1, 2023, DPH will transfer the Public Health Excellence for Shared Services Grantees (Grantees) to the new "Public Health and Services at the Local and Regional Level" Master Agreement RFR #236938. Grantees executing engagements will continue to operate under the terms and requirements of procurement 214333 (Public Health Excellence Grant Program for Shared Services), which includes the original RFR, the response to the RFR, the original contract, and subsequent amendments. These documents will be part of the procurement/contract file for the new engagement. DPH believes that this transfer will streamline the contracting process and represents the best value to the Department and affected municipalities and other entities eligible under 214333.

DPH plans to engage with 48 49 Grantees in Fiscal 2024 who were previously awarded contracts under RFR# 214333 to continue to advance the recommendations of the Special Commission on Local and Regional Public Health. The initial duration of these engagements will be from July 1, 2023, through June 30, 2024. Renewals are allowed through June 30, 2023, dependent on funding. If you have questions or comments about this Notice of Intent, please submit the min writing by 4:00 PM on May 31, 2023, to Sarah Trager at sarah.trager@mass.gov.

The Public Health Excellence for Shared Services grantees are:

BERKSHIRE REGIONAL PLANNING COMMISSION
 FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS
 METROPOLITAN AREA PLANNING COUNCIL
 QUABBIN HEALTH DISTRICT
 TOWN OF LEE TREASURER
 TOWN OF LONGMEADOW
 CITY OF METHUEN
 CITY OF NORTHAMPTON
 CITY OF SALEM
 CITY OF WORCESTER
 NASHOBA-ASSOCIATED BOARDS OF HEALTH
 TOWN OF FOXBOROUGH CITY HALL
 TOWN OF HAMILTON TREASURER
 TOWN OF HUDSON
 TOWN OF NANTUCKET
 TOWN OF NORTHBOROUGH
 TOWN OF NORWOOD
 TOWN OF SUDBURY
 TOWN OF TYNGSBOROUGH
 TOWN OF LEICESTER
 TOWN OF TOPSFIELD TREASURER
 CITY OF FALL RIVER TREASURER
 CITY OF NEW BEDFORD
 TOWN OF NEEDHAM
 TOWN OF COHASSET
 TOWN OF SOUTHWICK
 CITY OF FITCHBURG
 TOWN OF HALIFAX
 COUNTY OF BARNSTABLE
 TOWN OF NORTH ATTLEBORO
 TOWN OF RANDOLPH
 TOWN OF SOUTH HADLEY TREASURER
 TOWN OF ABINGTON TOWN HALL
~~TOWN OF KINGSTON~~
TOWN OF PLYMOUTH
 TOWN OF BROOKLINE
 TOWN OF BURLINGTON TOWN HALL
 TOWN OF CHARLTON TREASURER
 CITY OF GREENFIELD TOWN HALL
 TOWN OF MARSHFIELD
 TOWN OF NORTH ANDOVER
 TOWN OF ORANGE
~~TOWN OF PALMER~~
TOWN OF LUDLOW
 TOWN OF WESTPORT TOWN HALL
 TOWN OF WESTFORD
 CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION
 CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION
 FOOTHILLS HEALTH DISTRICT
 CITY OF MELROSE TREASURER/TOWN HALL

TOWN OF AMESBURY

Scope of Services

Background

Massachusetts has 351 cities and towns, each of which has an autonomous Board of Health. Given the disparity in size and resources among municipalities, this has led to inconsistencies in local public health capacity to carry out statutory powers and duties and in resources available to smaller or less affluent communities. Despite its value, the use of shared services in Massachusetts has been limited.

The *Special Commission on Local and Regional Public Health (SCLRPH)* recommended that the number of Massachusetts local boards of health utilizing cross-jurisdictional services or shared services be increased as part of its blueprint for a more effective and efficient local public health system. The Commission noted in its final report, *“By pooling resources, functions, and expertise, a consortium of cities and towns, especially those that are smaller or less prosperous, can improve compliance with their statutory and regulatory mandates and expand the protections and opportunities they offer residents”*. Shared services can be beneficial for health departments that believe by working together, *(pooling resources, sharing staff, expertise, funds, and programs)* they can accomplish more than they could do alone.

From November 2022 to April 2023, the *Massachusetts Department of Public Health, (MDPH)* through the *Office of Local & Regional Health (OLRH)* conducted a survey of the Norfolk County 5 East (NC5E) communities. The survey was known as the *Capacity Assessment Results Toolkit (CART)* and it evaluated the core duties & functions of the local public health departments in NC5E. Results of the CART revealed that NC5E communities are meeting 87% of the Standards across the seven core response categories, *(Administration, Community Sanitation, Environmental Protection, Disease Control & Prevention, Housing, Food Protection, and Tobacco Control)*. It was revealed that the subject matter most needing support is Disease Control & Prevention by the use of the Massachusetts Virtual Epidemiology Network, (MAVEN). As a result of the CART, the following recommendations were shared for NC5E to consider:

- a.) Additional Training in Community Sanitation & Environmental Protection
- b.) Increase participation in Grant Sourcing and Writing
- c.) Expanding Staffing Capacity to perform required duties, (Community Health Education to support disease prevention efforts, Environmental Health & MAVEN).
- d.) Enhance capacity to store & retrieve Inspection Documentation, especially electronically.
- e.) Increase activities related to Tobacco Use Prevention.

This *Scope of Services* represents a unique opportunity to transform the Massachusetts local public health system into the public health system of the 21st Century and improve health and enhance equity for all. Building on existing infrastructure and respecting local autonomy, Massachusetts can offer new ways to organize and support local health departments to raise standards, strengthen collaboration, better use technology, improve skills, and stabilize resources.

Following the recommendations of the CART, the *Norfolk County 5 East Municipalities (NC5E)*, will share the following services in coordination with member municipalities. Services shall be provided in a professional manner by qualified personnel under the supervision of the Program Manager:

- 1.) Shared Services Coordinator: Administrative, scheduling, and coordination support will be provided to assist with any issues related to NC5E, including shared services staff scheduling, communication among the participating municipalities, organizing quarterly meetings, representing NC5E at MDPH meetings, technical issues, program administration efforts and follow up as required. This position will also provide additional training in Community Sanitation & Environmental Protection to the staff, increase participation in Grant Sourcing & Writing and enhance capacity to store & retrieve inspection documentation, especially electronically as noted in the CART.
- 2.) Public Health Officer, (Retail Food Service Inspector): Perform routine retail food service inspections for high-risk, medium risk, or low-risk establishments as assigned by the Municipalities. This inspector would assist each Municipality to meet required inspections per year as determined by the food code. Expanding Staffing capacity as noted in the CART.
- 3.) Public Health Officer, (State Sanitary Code Inspector): Perform complaint-based inspections as assigned by the Municipalities. Expanding Staffing capacity as noted in the CART.
- 4.) Epidemiologist: Act as a resource to track chronic disease trends in each municipality with a goal of increasing disease prevention efforts throughout all the municipalities in NC5E. Support MAVEN as noted in the CART.

Shared Services Composition: The SCLRPH Blueprint will serve as the foundation for applicants to select their cross-jurisdictional sharing activities tailored to regional needs. Each municipality shall retain its board of health legal authority.

Data Collection: DPH intends to use funds available under this initiative to enhance public health capacity to acquire, store, and use data to improve population health as recommended by the Special Commission on Local and Regional Public Health. Participants will be required to participate in the data collection initiative.

Sustainability: DPH intends to use funds available under this initiative to ensure cross-jurisdictional sharing arrangements supported through this program to achieve long term sustainability.