

CONTRACT SERVICES

THIS AGREEMENT made and entered into this 1st day of September 2019, by and between the following:

Southeast Louisiana Area Health Education Center, a Louisiana non-profit corporation, represented herein by Brian P. Jakes, Chief Executive Officer, duly authorized, whose mailing address is 1302 J.W. Davis Drive, Hammond, LA, 70403 (hereinafter referred to as "SELAHEC") and the City of New Orleans, represented herein by LaToya Cantrell, Mayor (hereinafter referred to as "Contractor"). This contract is hereby established to meet the requirements for the Emergency Medical Services for Children Targeted Issues Grant.

WITNESSETH

WHEREAS, SELAHEC is charged with the responsibility, through various grants and agreements with funding agencies, to provide health education and support services in rural communities of Louisiana; and

WHEREAS, SELAHEC is presently involved in the Emergency Medical Services for Children Targeted Issues Health Resources & Services Administration grant.

WHEREAS, SELAHEC and the Contractor have mutually agreed to participate in the steps necessary to successfully deliver the components of the Emergency Medical Services for Children (EMSC) –Targeted Issues grant

NOW THEREFORE, in consideration of mutual covenants hereinafter contained, the parties' signatory here to agree as follows:

1. All of the facts recited in the purpose and grantee responsibilities to this Agreement are hereby made a part hereof.
2. This Agreement shall be in effect September 1, 2019 until August 31, 2020 and automatically renew each year until August 31, 2023. Either party may terminate this contract without cause, in writing, with a 30-day notice.
3. In consideration of the services actually rendered by the Contractor under this Agreement, SELAHEC shall pay the Contractor up to \$26,725 in years one through four, paid quarterly based on satisfactory completion of deliverables during the contract period. The total sub-agreement amount is based on an annual award, determined by an estimated fee for service for time and effort needed to perform deliverables as stated herein. Quarterly Status Report outlining activities performed, include:

- a. The Emergency Medical Services - Pediatric Emergency Care Coordinator (PECC) will:
- Participate in the development of the statewide Pediatric Emergency Care Coordinator consortium
 - Attend meetings in-person (travel) and via webinar/conference calls;
 - Meet with emergency medical service agencies that do not have a Pediatric Emergency Care Coordinator to build relationships to grow the statewide Pediatric Emergency Care Coordinator network;
 - Develop training resources; review policies and references;
 - Disseminate evidence based guidelines to emergency medical service agencies;
 - Disseminate model clinical guidelines to emergency medical service agencies across the state;
 - Assist in developing webinar presentations and identify and invite stakeholders to attend;
 - Participate in Pediatric Emergency Care Coordinator train-the-trainer courses across the state;
 - Help coordinate pediatric emergency care at his respective emergency medical service agency, ensuring:
 - i. Pediatric considerations are part of patient care protocols
 - ii. Agency personnel are adequately educated and trained on all aspects of pediatric patient care
 - iii. Pediatric equipment and supplies are available
 - iv. Pediatric drugs are available and not expired
 - v. Pediatric patient care transport safety is a priority
 - As the program develops, other activities or duties required of the emergency medical service Pediatric Emergency Care Coordinator to meet the needs of The Emergency Medical Services for Children Targeted Issues Grant may be identified by SELAHEC and, communicated to, and required of the contractor.
- b. Emergency Medical Service Site Principal Investigators will:
- Collaborate with the Louisiana Department of Health data team to provide data as needed;
 - Focus efforts to identify and close gaps in prehospital pediatric emergency care;
 - Assist in developing training and resources;
 - Assist in coordinating the statewide Pediatric Emergency Care Coordinator Consortium;
 - Participate in reviewing/editing white paper drafts for publication;
 - Attend in-person (travel) and webinar/conference meetings;

- As the program develops, other activities or duties required of the emergency medical service Site Principal Investigator to meet the needs of The Emergency Medical Services for Children Targeted Issues Grant may be identified by SELAHEC and, communicated to, and required of the contractor.

Office of Public Health | Bureau of Family Health | Emergency Medical Services for Children (EMSC) Program Responsibilities:

- Make staff available during normal business hours to Contractor on an ongoing basis to discuss policy and other questions related to the Emergency Medical Services for Children –Targeted Issues Grant
- Monitor programmatic and fiscal operations of the Contractor as they relate to the Emergency Medical Services for Children Targeted Issues Grant and/or the provision of project deliverables, and shall have the right to require Contractor to implement reasonable changes to such operations based on findings
- Provide training, capacity building, technical assistance, and quality improvement support as identified throughout the Emergency Medical Services for Children Targeted Issues Grant
- Maintain a committee for the review and approval of education and outreach materials.
- Make payments in accordance to review and approval of the Emergency Medical Services for Children Project Director, or her designee
- Provide support on implementation of Project Services

Office of Public Health | Bureau of Family Health | Emergency Medical Services for Children (EMSC) will monitor the contract as follows:

- Meet with the Contractor on at least a monthly basis by phone or in-person
- Review documentation at least quarterly to ensure that project deliverables are provided in accordance with the Emergency Medical Services for Children Targeted Issues Grant timeline, requirements, and guidelines
- Review all Emergency Medical Services for Children Targeted Issues Grant Project performance measure data, quality assurance activities, and quality improvement reports
- Annually review revenue reports

Contract will be monitored by Gail Gibson, Clinical Systems Team Lead/ Emergency Medical Services for Children Project Director or her Office of Public Health | Bureau of Family Health appointed designee.

4. In the performance of work duties and obligations assumed by and imposed upon Contractor under the terms of this Agreement, it is mutually understood and agreed that Contractor is at all times acting and performing as an independent contractor. Contractor shall be solely responsible for all federal, state and municipal income tax, social security, retirement and other taxes and SELAHEC shall not withhold taxes or be obligated in any manner therefore. No relationship of employer and employee is created by this Agreement, it being understood that Contractor will act hereunder as an independent contractor. Contractor shall have no claim under this Agreement or otherwise against SELAHEC for vacation pay, sick leave, retirement benefits, social security, worker's compensation, disability, or unemployment insurance benefits, or employee benefits of any kind.

SELAHEC shall neither have nor exercise any control or direction over the methods by which Contractor shall perform her work or functions; Contractor does by this Agreement, agree to perform his said work and function at all times in strict accordance with any current laws and regulations. Nothing in this Agreement shall be construed to constitute Contractor as an agent or employee of SELAHEC; nor shall anything contained herein be construed to constitute SELAHEC as agent for the Contractor.

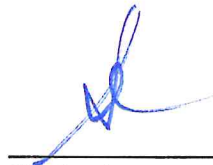
5. This Agreement being personal to Contractor shall not be assignable by Contractor to any other party without SELAHEC's prior written approval.

THUS DONE AND SIGNED in Hammond, Louisiana, on the day and date herein first mentioned.



4/13/2020

Brian P. Jakes, Sr. Date
Chief Executive Officer
Southeast Louisiana Area Health
Education Center (SELAHEC)



Contractor

8/21/2020

Date

FORM AND LEGALITY APPROVED:



Law Department, City of New Orleans