

STATE OF COLORADO

*Rec'd 7/26/11
SM*

John W. Hickenlooper, Governor
Christopher E. Urbina, MD, MPH
Executive Director and Chief Medical Officer



Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S. Laboratory Services Division
Denver, Colorado 80246-1530 8100 Lowry Blvd.
Phone (303) 692-2000 Denver, Colorado 80230-6928
Located in Glendale, Colorado (303) 692-3090

<http://www.cdphe.state.co.us>

Colorado Department
of Public Health
and Environment

July 26, 2011

Southeastern Colorado RETAC
17765 Woodhaven Drive
Colorado Springs CO 80908

Dear Mike Merrill and Rick Hartley:

Congratulations, your request for regional medical direction is approved for funding. Enclosed in this mailing please find:

- The fully executed purchase order
- The scope of work
- The Grant Management Guide for system improvement projects

The fully executed purchase order is your authorization to expend funds and complete your project. The deadline for completion is June 30, 2012. All goods and services must be purchased and delivered by this date.

Please use the guide to help ensure successful completion and cost reimbursement for your project. The guide outlines important deadlines for quarterly progress reporting, payment requests and completion of your project.

You can also access this information at www.coems.info/grants.

Thank you, and please contact me at jeanne.bakehouse@state.co.us with any questions.

Sincerely,

Jeanne-Marie Bakehouse
EMTS Provider Grants Program Manager
Health Facilities and Emergency Medical Services Division

CO DEPT OF PUBLIC HEALTH/ENV
4300 CHERRY CREEK DRIVE SO
DENVER CO 80246 1530

DATE: 07-22-11



PURCHASE ORDER
STATE OF COLORADO

Buyer: SHARON HENDERSON
Phone Number: 303-692-2073
Agency Contact: MICHAEL SEIFFERTT
Phone Number: 303 692 2862

IMPORTANT
The PO# and Line # must appear on all invoices, packing slips, cartons and correspondence

P.O. # OE FMA EMS12000102 Page# 01

ACC: 07-21-11

State Award #

FEIN 841522933 Phone: 719-468-0711
Vendor Contact: RICK HARTLEY
Purchase Requisition #:

BID #

V
E
N
D
O
R
SOUTHEASTERN COLORADO REGIONAL
EMS TRAUMA ADVISORY COUNCIL
17765 WOODHAVEN DRIVE
COLORADO SPRINGS CO 80908

Invoice in Triplicate

To: CO PUBLIC HEALTH & ENVIRONMENT
EMERGENCY MED SVCS-HPDP-EMS-A2
4300 CHERRY CREEK DRIVE SO
DENVER CO 80246-1530

Payment will be made by this agency

Ship To: CO PUBLIC HEALTH & ENVIRONMENT
EMER MEDICAL SVC-HDPD-EMS-A2
4300 CHERRY CREEK DRIVE SOUTH
DENVER, CO 80246-1530

Delivery/Installation Date: 06-30-12
F.O.B. DESTINATION STATE PAYS NO FREIGHT

INSTRUCTIONS TO VENDOR:

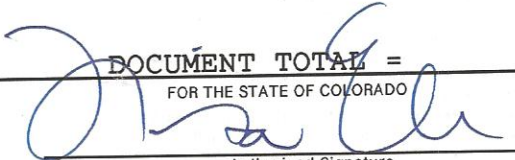
1. If for any reason, delivery of this order is delayed beyond the delivery/installation date shown, please notify the agency contact named at the top left. (Right of cancellation is reserved in instances in which timely delivery is not made.)
2. All chemicals, equipment and materials must conform to the standards required by OSHA.
3. NOTE: Additional terms and conditions on reverse side.

SPECIAL INSTRUCTIONS:

LINE ITEM	COMMODITY/ITEM CODE	UNIT OF MEASUREMENT	QUANTITY	UNIT COST	TOTAL ITEM COST
001	94812000000				\$35,000.00
	EMS FY12 GRANT - ADDITIONAL RETAC BASE REGIONAL MEDICAL DIRECTION & CONTINUOUS QUALITY IMPROVEMENT				

THIS PO IS ISSUED IN ACCORDANCE WITH STATE AND FEDERAL REGULATIONS
This PO is effective on the date signed by the authorized individual.

EPSP0 FAA

DOCUMENT TOTAL = \$35,000.00
FOR THE STATE OF COLORADO

Authorized Signature Date 7.22.11

SECRETAC

Southeastern Colorado Regional Emergency Trauma Advisory Council

Grantee: SECRETAC
Fiscal Year: July 1, 2011 – June 30, 2012
Funding Type: () System Improvement 603(3)c Funding
(X) Additional RETAC Base 603(3)b Funding

Scope of Work

Project Summary

SECRETAC will develop a regional RMD/CQI program. Implement the RMD/CQI across the region and provide resources to all ambulance transport agencies who choose to be included in the program. Evaluate the RMD/CQI program with specific identified goals and objectives and provide the council, agencies and state with quarterly reports and recommendations

Strategic Reference

SECRETAC FY2011-13 Biennial Plan: Goal #4 Regional Medical Direction (RMD) & Continuous Quality Improvement (CQI):

Deliverables

1. Provide the EMTS Office with quarterly reports and all required documentation.
2. RMD/CQI will hold at a minimum quarterly meetings and provide meeting minutes of all meetings.
3. RMD/CQI will develop specific goals and objectives and provide them to the state, agencies and council.
4. RMD/CQI will develop a evaluation tool and provide a annual evaluation.

Completion and Outcome Measures

1. RMD/CQI will provide all required reports and documentation per requirements of the grantor.
2. RMD/CQI will develop and implement annual protocol review.
3. RMD/CQI will develop and implement specific goals and objectives of the CQI program for annual, short term (two year-biennial) and long-term goals.

Itemized Budget

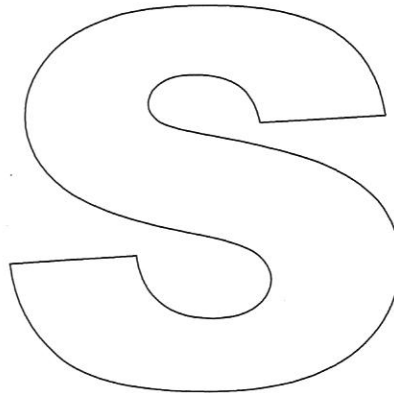
<u>Category</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Qty</u>	<u>Total</u>
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scopeofworkRMDCQISECRETACFY1112EMTSReports



Colorado Department
of Public Health
and Environment

Emergency Medical and
Trauma Services Section



System Improvement Funds

July 2011 – June 2012

Grant Management Guide

Included in this Packet

Purchase Order

The fully executed purchase order (PO) is an authorization to spend funds.

We will only reimburse funds spent on goods and services authorized in the scope of work.

All goods and services must be delivered by the "Delivery/Installation Date" in the PO.

Scope of Work

We will use information in this scope of work to review purchases/services before issuing reimbursement.

Grant Administrator's Responsibilities

Please keep this packet available as we will use it as reference until July 30, 2012.

Updates

Keep us updated with any change of contact information. If there is a change in grant administrator, please let us know and forward this packet to the new grant administrator.

Progress Reports

We require four (4) quarterly progress reports. The deadline for quarterly progress reports are:

September 30

December 31

March 31

June 30

You will need access to a secure page at www.coems.info/grants to submit a quarterly report. Call 303-692-2990 if you need login ID and password.

Once you have completed all of the purchases and marked your progress report as final, no additional progress reports will be required.

Request Payment

Visit www.coems.info/grants and click on "Manage your current grant award". Follow instructions to request a system improvement reimbursement.

Change of Scope

To request a change of scope to your current grant award, email specific details to jeanne.bakehouse@state.co.us. Requests are reviewed on a case by case basis. You will be notified in writing of the outcome of your request. If your request is approved, you can then proceed with the approved changes.

Reversion

Tracking reversions is extremely important. If you experience any changes throughout the year and believe you will revert funds, please let us know immediately.

Important Dates for FY 2012

Once you have completed all of the purchases and marked your progress report as final, no additional progress reports will be required.

September 30 1st quarter progress report due.

December 31 2nd quarter progress report due.

March 31 3rd quarter progress report due.

June 15

If you cannot request final reimbursement by June 15, 2012 then we must have email correspondence from you attesting that:

1. You will complete all purchases and that all services will be delivered by June 30, 2012.
2. The date you will submit the final reimbursement request and the amount.

Without this correspondence, we cannot guarantee fund availability after June 30, 2012.

June 30

PO and contracts end. Final progress report is due and by this date all goods and services must be delivered.

July 30

All invoices must be submitted to the department.

Contact Information

You may contact any of the staff with questions or concerns. For more specific issues please see roles.

Jeanne-Marie Bakehouse
Program Manager

(303) 692-2987

jeanne.bakehouse@state.co.us

Rio Chowdhury
Payment Requests
Progress Reports
Online Access

(303) 692-2991

rio.chowdhury@state.co.us

Sean Caffrey
System Improvement
Recruitment and Retention

(303) 692-2916

sean.caffrey@state.co.us

Celeste White
Contracts
RETAC Funds

(303) 692-3011

celeste.white@state.co.us

Online Access

(303) 692-2990

cdphe.hfemsdata@state.co.us
