

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

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

January 19, 2012

Chief Kevin W. Kelleher
Somerville Fire Department
266 Broadway
Somerville, MA 02145

Dear Fire Chief Kelleher:

The enclosed documents are presented for your participation in receipt of contracted grant funds as awarded to the Massachusetts Department of Public Health (MDPH) from the federal Health and Human Services Department, Office of the Assistant Secretary of Preparedness and Response (ASPR), for the FFY2011 program of hospital preparedness.

The purpose of the funding is to ensure that the Mass Decontamination Units (MDU) assigned to your department will be maintained in a state of readiness in the event of an emergency. All 72 fire departments in the Commonwealth that have been assigned the decontamination units have been requested to participate. We request your continued participation in collaborating with the specified hospital(s) in your region, to ensure timely availability of mass decontamination response.

For this ninth allocation of funding, there are five tasks to be completed, and these tasks are outlined in the enclosed Scope of Services which details the work to be performed under this contractual agreement. Upon approval of the contractual agreement by the Department of Public Health, payment will be made in full, and expended for tasks completed prior to June 30, 2012.

You will note a change in the contractual agreement presented to you this year, which are unlike prior year's agreements. The duration is expressed as being effective through June 30, 2016, yet these funds provided currently are for a single year and must be liquidated by June 30, 2012. Future allocation of funding and the rate that will be paid to your department will be subject to award/appropriation of funding from ASPR to MDPH for this same purpose. For future allocation, you will be notified via letter in lieu of the standard contractual agreement documents, thus eliminating the need for further contractual agreement signing for your receipt of future funding for this purpose.

Funding that is made available to DPH from ASPR/HPP will support the field deployment and effective implementation of the decontamination units assigned to fire departments as "hospital protection units" as well as those assigned as "fire district" units. The enclosed contractual agreement will provide

additional needed resources to fire departments in each community. Your fire department for this ninth year, will receive \$2,000 for each Mass Decontamination Unit (MDU) assigned to you, by committing to the completion of five tasks by June 30, 2012.

The Authorized Signatory's signature is required on the enclosed contractual agreement documents and will engage your department to complete the tasks identified, and allow payment to be made.

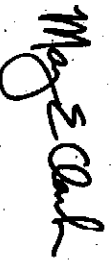
The following is a list of the enclosed documents:

1. Commonwealth of Massachusetts Standard Contractual Form: *signature and actual date signed required;*
2. Contract Form Instructions: enclosed as reference only;
3. Contractor Authorized Signatory Listing: You must prepare a new contractor authorized signatory listing for the person or persons authorized to engage your department in contractual agreements – *preparation of document and signature required;*
4. Commonwealth of Massachusetts Invoice, Form PV Payment Voucher: *signature required;*
5. Commonwealth of Massachusetts Terms and Conditions: enclosed as reference only, a signed copy is on file from previous agreement(s) executed with the Commonwealth;
6. Other Required Terms, Procurement Exceptions - additional terms for services that are procured via waiver, as these services have been procured and via Waiver #21916;
7. Scope of Services: outlines performance requirements for receipt of this ninth allocation of MDPH/ASPR HPP funds: enclosed as reference;
8. Fiscal Conditions/Budget: identifies the planned costs to be incurred and expended by June 30, 2012;
9. Reporting Requirements: outlines requirement to report actual expenditures accomplished and submit report by September 30, 2012;
10. Notice of Intent and Waiver of Competitive Procurement #21916: enclosed as reference;
11. Allocation Plan for this year's award by fire department and number of MDU.

Please sign and return the enclosed documents in their entirety to the attention of Kristen Heffernan, Contract Manager, ASPR Hospital Preparedness Program, 250 Washington Street, 1st Floor, Boston, MA 02108, no later than **February 3, 2012**. Upon receipt, approval will be sought, and payment in full will occur. There are strict deadlines that must be met for this allocation of funding and therefore, your compliance with the return deadline is requested. If you have any questions or require additional information relative to this paperwork to allocate the ninth allocation of funding, please contact Kristen Heffernan via e-mail: Kristen.Heffernan@state.ma.us or via telephone: (617) 624-5083. Programmatic questions may be directed to Thomas O'Connell, Massachusetts Department of Fire Services via email Thomas.OConnell@state.ma.us or (978) 567-3158.

Thank you for your continued participation in this important initiative.

Sincerely,



Mary E. Clark, JD, MPH
Director, Emergency Preparedness Bureau
Massachusetts Department of Public Health

Attachments (11)