

# North East Public Health Alliance

September 14th, 2023 Meeting Minutes

11:00 am -12:30 pm EST

Join Zoom Meeting

<https://us06web.zoom.us/j/88543062026>

In-person: 1009 Main St, Tewksbury MA 01876

## **Voting members in attendance (in-person):**

Shelagh Collins, *Billerica*

Darcy Beall, *Chelmsford*

Shannon Gillis, *Tewksbury*

Kerri Oun, *Tyngsborough*

## **Non-voting members in attendance:**

Michele Grant, *Tewksbury*

Arielle Castro, *Regional Inspector*

Ashley Pavlakos, *Regional Public Health Nurse*

Cynthia Baker, *BME Strategies*

Caeli Tegan Zampach, *BME Strategies*

## **Roll call vote**

Kerri Oun made a motion to call the meeting to order.

Motion seconded by Darcy Beall.

**Billerica:** Yes

**Chelmsford:** Yes

**Tewksbury:** Yes

**Tyngsborough:** Yes

*Motion passes.*

## **Meeting called to order**

Cynthia Baker called the meeting to order at 11:06 AM.

## **I. Welcome**

## **II. Announcements & Reminders**

The group discussed purchasing rapid COVID-19 test kits for the fall and winter months to accommodate an increase in requests. Coalition members explored the possibility of coordinating a bulk buy with the NorthWest Public Health Coalition to control cost and volume depending on order minimums and pricing. The group also discussed a mini-grant opportunity from DPH to make communities more accessible, and reviewed

# North East Public Health Alliance

September 14th, 2023 Meeting Minutes

the new Municipal Master Service Agreement to ensure all coalition members are in the DPH database.

Kerri Oun motioned to buy Covid-19 test kits in an amount of up to \$20,000 with a minimum 6 month expiration date. Shannon Gillis seconded the motion.

**Billerica:** Yes

**Chelmsford:** Yes

**Tewksbury:** Yes

**Tyngsborough:** Yes

*Motion passes.*

### III. FY24 Work Plan Deliverable Planning

The coalition discussed FY24 work plan activities launching in September.

BME presented the draft job description for the proposed Regional Public Health Specialist and outlined potential projects and responsibilities for the role. The group decided on an annual salary range of \$60,000-\$80,000 dependent on candidate qualifications for the initial posting, and agreed to review the job description independently with a deadline for further feedback of 9/20. The group also discussed the hiring process and approved an initial approach. The group will finalize approval of the job description, hiring process, and confirmation of panel interview questions to follow in the October coalition meeting.

The coalition agreed to provide a list of SSA staff to poll for up-to-date Environmental Health credentials to inform a training calendar for FY24. BME will follow up with this request and develop a brief, user-friendly survey for relevant staff.

The group discussed initial steps to develop the regional food truck permitting program. BME will work with the Regional Inspector to gather a list of Mobile Food Establishment (MFE) licenses issued by each community.

The group decided to organize a meeting with HRiA to discuss a racial equity lens and soliciting technical assistance with FY24 work plan objectives. BME will reach out to

# North East Public Health Alliance

September 14th, 2023 Meeting Minutes

HRiA for availability and poll NEPHA to determine an initial meeting date.

## IV. Updated Nursing IMA Vote

1.a. Tyngsborough will pay half of the Regional Public Health Nurse Salary which includes base pay and car allowance. Tewksbury will bill Tyngsborough quarterly to compensate the Regional Public Health Nurse. Upon receiving funds from the DPH, Tyngsborough shall submit payment to Tewksbury within 30 days.

b. The Regional Public Health Nurse salary will be eligible to receive an annual COLA increase. 50% of this increase will be paid by the PHE grant, and 50% of this increase will be paid by Tewksbury.

Shannon Gillis made a motion to approve the updated nursing IMA. The motion was seconded by Kerri Oun.

**Billerica:** Yes

**Chelmsford:** Yes

**Tewksbury:** Yes

**Tyngsborough:** Yes

*Motion passes.*

## V. Website Review and Vote

BME presented the unpublished NEPHA website for group review. Shannon Gillis motioned to officially adopt the NEPHA website as the alternative posting method for meeting notices complying with 940 CMR 29.03(3). Darcy Beall seconded the motion.

**Billerica:** Yes

**Chelmsford:** Yes

**Tewksbury:** Yes

**Tyngsborough:** Yes

*Motion passes.*

BME will send NEPHA coalition members the required language to update their Board of Health websites, and will notify the Attorney General's office of the updated meeting notice.

## VI. LanguageLine Contract & Service Discussion

# North East Public Health Alliance

September 14th, 2023 Meeting Minutes

BME presented further feedback from LanguageLine regarding the contracting and service questions raised by NEPHA at the previous meeting. The group discussed inviting LanguageLine to present at the next coalition meeting on October 5th.

Kerri Oun motioned to enter into contract with LanguageLine pending further feedback from the Tyngsborough legal department. Shannon Gillis seconded the motion.

**Billerica:** Yes

**Chelmsford:** Yes

**Tewksbury:** Yes

**Tyngsborough:** Yes

*Motion passes.*

## VII. Community & Regional Staff Updates

The coalition discussed Community Health Equity survey response rates throughout NEPHA communities. BME offered to support NEPHA with administrative assistance for submitting paper surveys to DPH.

The group also discussed ongoing support efforts for newly arrived and migrant families. BME will reach out to LanguageLine for possible support contracting ESL teachers.

## VIII. Next Steps

The group decided to reschedule the next meeting for Thursday, October 5th and extend the meeting time to 2 hours.

## IX. Adjournment

### Roll call vote

Shannon Gillis made a motion to adjourn the meeting. The motion was seconded by Kerri Oun.

**Billerica:** Yes

**Chelmsford:** Yes

**Tewksbury:** Yes

**Tyngsborough:** Yes

*Motion passes.*

# North East Public Health Alliance

September 14th, 2023 Meeting Minutes

Meeting adjourned at 1:10 PM.

**Documents and exhibits used by the public body in the meeting:**

NEPHA September Coalition Meeting Presentation

OML FAQ for PHE Groups

Required OML Language for Town Websites

Regional Public Health Specialist Job Description - Draft

LanguageLine Contract - Draft

CHES Monitoring Report - 9/11/23

# NEPHA Coalition Meeting



September 14, 2023

# Agenda

---

- I. Welcome
- II. Announcements & Reminders
- III. FY24 Work Plan Deliverable Planning
- IV. Updated Nursing IMA Vote
- V. Website Review and Vote
- VI. LanguageLine Contract & Service
- VII. Community Updates
- VIII. Regional Staff Updates
- IX. Adjournment

# **Announcements**

# COVID-19 Boosters

- FDA approved the new, updated monovalent COVID vaccines
- ACIP recommended vaccines for everyone aged 6 months and older
- **This means the bivalent vaccine currently in circulation is no longer authorized, approved or licensed for administration**
- Depending on final approvals from the FDA and CDC, we could see the vaccine available in pharmacies as early as the end of this week

Are communities in need of or interested in purchasing new supplies (ex., COVID rapid testing kits) for the fall and winter?

# Accessibility Mini-Grant Opportunity

## Make Your Municipality More Accessible!

- The Health and Disability Program in conjunction with Mass in Motion, the Root Cause Exchange, Office of Local & Regional Health, and MHOA will be giving **seven (7) \$18,000 grants** to make improvements in the built environment for people with disabilities
- Funds will be used December-May, 2023
- Technical assistance will be provided
- Awardees will utilize an easy-to-use tool called NCHPAD's Community Health Inclusion Index (CHII) to determine what changes need to be made
- Contact Kimberly Warsett at [Kimberly.Warsett@mass.gov](mailto:Kimberly.Warsett@mass.gov) for the Request for Proposal (RFP)
- More details will be included in the OLRH newsletter along with the slides

# DPH Municipal Master Service Agreement

## What is it?

- A simplified mechanism for municipalities and regional public health departments to access DPH funding

## What happens once I apply?

- Once approved, your agency is added to a pre-qualified list of vendors and will be eligible to apply for future engagements under the MSA
- **Very simple application process!** (5 questions)
- All PHE collaboratives who applied for FY24 funding are already on the MSA list
  - All fiscal leads of PHE collaboratives are already on the MSA list
  - **Communities who participate in PHE but not are not fiscal lead communities and have not already filled out the MSA application are encouraged to apply as other departments across DPH will use this mechanism to distribute funding opportunities.**

# DPH Municipal Master Service Agreement

## MSA: Public Health Services at the Local and Regional Level

### Instructions:

1. Fill out application form and signed confidentiality agreement
  - i. Both can be found on COMMBUYS. Link provided below.
2. Send completed application materials to [brian.w.sheehan@mass.gov](mailto:brian.w.sheehan@mass.gov) by October 31, 2023
3. Once approved, applicants will receive an MSA contract to sign. No designated funding will be awarded at this time. Signing this contract will add you to the pre-approved vendor list to be eligible for future RFQs.
4. DPH **strongly** encourages all municipal health agencies and districts to apply to this MSA. Bureaus across DPH will begin to use this MSA more frequently to award funding and if your municipality has not applied, you will not be eligible to apply to future procurements.

### RFR posted on COMMBUYS:

<https://www.commbuys.com/bsa/external/bidDetail.sdo?docId=BD-23-1031-OFFIC-OFFFA-82358&external=true&parentUrl=close>

# **FY24 Deliverable Planning**

# **FY24 WP Activities (September Launch)**

- Hire Regional Public Health Specialist
- Inventory EH credentials to determine SSA training priorities
- Conduct landscape review of MFE food service operators
- Consult with HRiA to develop FY24 racial equity process metrics

# **Updated Nursing IMA Vote**

# Updated Nursing IMA

1.a. Tyngsborough will pay half of the Regional Public Health Nurse Salary which includes base pay and car allowance. Tewksbury will bill Tyngsborough quarterly to compensate the Regional Public Health Nurse. Upon receiving funds from the DPH, Tyngsborough shall submit payment to Tewksbury within 30 days.

b. The Regional Public Health Nurse salary will be eligible to receive an annual COLA increase. 50% of this increase will be paid by the PHE grant, and 50% of this increase will be paid by Tewksbury.

# **NC-8 Website Review & Vote**

# **Language Line Contract & Service Discussion**

# Contract Setup & Fees

- No set-up fee for entering the contractual agreement
- No additional annual or monthly charges for contracted customers outside of services utilized



# User Access

- When a new LanguageLine account is created, the account is granted access to a baseline number of devices (ex., 100 or 1000).
  - No additional charge for increasing the device count
  - Users are only charged for direct utilization of service
    - Ex., if an inspector is in the field and needs to access interpretation services, they can log onto the app through their iPad, select the language needed, and request a live interpreter. The account will only be charged once the interpreter responds to the request and joins the call
    - The typical on-demand wait time varies across language requests but averages 18 seconds
-

# Device Access

- LanguageLine does lease and sell equipment - such as dual handset phones, iPads, and screening devices
- *There is no obligation to use LanguageLine devices*
- Any authorized user can download the LL app to their own handheld devices (tablet, smartphone, etc) to utilize the service



# Trainings

- LanguageLine offers app and portal trainings remotely and on demand
- Customers can also order language reference materials as needed
- LanguageLine can walk new customers through their first order upon request



# Discussion

# **Community Updates**

# **Regional Staff Updates**

# Meeting Adjournment

## Next Meeting

- Scheduled for Thursday, October 12th at 11AM
- Selection of proposed agenda topics:
  - Confirmation of job description & interview process for new staff
  - Planning for the regional food truck permitting program
  - LanguageLine training

*Do we want to move this meeting to the 1st Thursday (October 5th)?*

*Volunteers to host in-person?*

---

## Open Meeting Law FAQ for PHE Groups

Public Health Excellence (PHE) collaborative groups that have adopted an IMA or MOU are considered public bodies, and are therefore subject to provisions of open meeting law (OML).

### 1. What constitutes a meeting that would be subject to OML?

- Any convening in which deliberation among a quorum (usually a simple majority) of the PHE group's governance board members takes place.

### 2. What should PHE groups do to comply with OML?

- Post notice of every meeting at least 48 hours in advance, and include: *meeting date, time, place, and a list of topics* the chair reasonably anticipates will be discussed at said meeting.
- Take and keep minutes for each meeting:
  - Meeting minutes become public record.
  - Meeting minutes must be posted within 30 days of the meeting, or within the next 3 public body meetings, whichever is the longer interval.
  - Any documents and exhibits shared in the meeting must be included with the minutes.

### 3. How should PHE groups post their meeting notice?

- Meeting notices must be filed and posted in each of the participating municipalities in accordance with their current processes, **OR**
- Meeting notices may be posted on *the regional or district public body's website*, if the collaborative adopts by majority vote to adopt this method and apply for approval from the Attorney General's Office.

### 4. How does a PHE group adopt an alternative meeting notice?

- At a posted meeting of the collaborative, take a vote *on adoption of posting methods complying with 940 CMR 29.03(3)*.
- Make the appropriate motion at said meeting to adopt the procedures stated.
- If the body adopts the procedure, the Shared Services Coordinator, through the municipal clerk of the host community, sends written notice informing the Office of Open Government of the adopted alternative method.
- If the elected alternative method is a website, the web address/url must be referenced in the notice.
- Each of the participating municipalities must also post the name of the PHE collaborative and the web address/url of the alternative posting method with instructions detailing how to find the posting.

### 4. Are there exceptions to OML?

**Yes** - below are three exceptions to OML:

1. A quorum of the governance board attends a private or public social event, but does not deliberate.
2. A quorum of the governance board attends a conference or training, but does not deliberate.
3. Meetings with less than a quorum of the governance board as long as communications among the members together do not constitute communication among a quorum of the board.

### 5. What about emails?

- Email communication regarding agendas and scheduling are not subject to open meeting law.

- However, any serial communication (via email) amongst a quorum of governance body members can be considered deliberation.
  - Topics for open discussion will have to wait for a meeting, either virtually or in person.

#### **6. How can we preserve open dialogue and exchange within our PHE collaborative while still complying with OML?**

- PHE groups can take cues from their health department operations. Shared staff and PHE collaborators should feel comfortable running daily operations and meetings outside governance board meetings as any other municipal department would - as long as deliberations associated with governing board work are not held.
- To discuss certain topics of a sensitive or legal nature, PHE groups can enter an executive session during a scheduled meeting in which to deliberate without public participation. A complete list of appropriate matters to discuss in an executive session can be found in the [Attorney General's Open Meeting Law Guide \(2018\)](#).
  - Minutes must still be kept for executive sessions, though they are not required to be posted for public access.
  - Before entering an executive session, the governance body must specify whether the meeting will reconvene in open session or not.
- The most important thing to remember is that any decisions taken by the PHE collaborative must be deliberated and voted on during open meetings.
  - Governance board members can still participate in informal discussions without a quorum.

### **Individual Community Website Advisory Language**

**[Insert community name here]** is a member of the NorthEast Public Health Alliance (NEPHA), a public health excellence shared services group comprising the Boards of Health and Health Departments in Billerica, Chelmsford, Tewksbury, and Tyngsborough, Massachusetts. The purpose of the NorthEast Public Health Alliance (NEPHA) is to strengthen and promote public health across its participating communities.

During its monthly meetings, NEPHA implements regional programming, shares information and resources, develops policies, and manages shared services. The Alliance also works together on public health initiatives including, but not limited to, substance misuse prevention, mental health, inspectional services, and health education programming.

NEPHA meetings are generally held at 11 a.m. on the second Thursday of every month via Zoom. Monthly meeting agendas and minutes are on the NEPHA website ([nephacoalition.com](http://nephacoalition.com)).



## NEPHA Regional Public Health Specialist

**Title:** Regional Public Health Specialist

**Location:** NorthEast Public Health Alliance - Billerica, Chelmsford, Tewksbury, and Tyngsborough

**Reports To:** Health Director, Tyngsborough

**Caveat:** This position is grant-funded and is subject to appropriation under the Massachusetts Public Health Excellence Grant for Shared Services, Department of Public Health

### Position Purpose:

This position supports the NorthEast Public Health Alliance (NEPHA) to identify and implement best practices for public health service delivery, and to increase the Alliance's awareness of and improve regional response to health risk behaviors. The Public Health Specialist will also perform work related to disease surveillance and preventative health programs, the interpretation and enforcement of public health, sanitation, and environmental laws, rules and regulations; all other related work as required. They will provide guidance, resources, and assistance to help broadly support community health and promote racial and health equity throughout their work.

**Scope and Judgment:** The Regional Public Health Specialist assists with the effort to provide public health services and support the communities of: Billerica, Chelmsford, Tewksbury, and Tyngsborough. Performs varied and responsible functions requiring a specialized and working knowledge of community and local public health operations. Exercise of judgment and initiative, willingness to help develop and define new procedures. This position will primarily support the communities of Tewksbury and Tyngsborough, and provide surge support to Billerica and Chelmsford. This position will also contribute to regional-level initiatives and programs.

**Supervision Received:** Works under the general administrative direction of the Director, Public Health Department Town of Tyngsborough and the policy direction of the Board of Health and NEPHA in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and town bylaws, state, and federal regulations.

### Job Environment

- This position requires comfort working across different health and human services issues such as healthy aging, substance use prevention, affordable housing, and disease prevention and control.
- Operates telephones, computers, and all other standard office equipment.
- Constant contact with community organizations, town residents, town department employees, vendors, and state and federal agencies. Contacts are made by phone, in person, by email, or by written correspondence.
- Has access to confidential information.
- Errors in judgment could result in significant delay or loss of services, legal ramifications, adverse public relations, and monetary loss.

- Support for inspection work is conducted in the field sometimes under adverse environmental conditions, including weather, dirt, grease, smoke, fumes, and/or irritating chemicals and around heavy machinery and its moving parts.

### **Physical Requirements**

While performing the duties of this job, the employee is required to communicate, talk and hear. Frequently the employee is required to stand, walk, sit, and reach with hands and arms; occasionally the employee must be able to handle, or feel objects, tools, or controls and is required to stoop, kneel, crouch, or crawl. Occasionally, work may require lifting and carrying objects. Vision and hearing at or correctable to normal ranges to read documents and analyze data. This position requires the ability to operate a keyboard at efficient speed.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Assist in the development, implementation, and evaluation of strategic programs and coalition projects as needed such as data collection, quality improvement, community outreach and engagement, and public health education and communication.

Coordinate and provide resources to individuals and families impacted by community health issues. Provide case management and referrals for community residents as needed.

Execute periodic assessments of the health needs of all four (4) communities and/or interpret existing data to effectively target education programs and community intervention services. Create and present educational sessions and collect, analyze, and report data to internal and external stakeholders.

Develop a regional resource guide. Maintain resource guide and make materials available and accessible to appropriate agencies, departments, and the General Public.

Build relationships and explore collaboration with community organizations, strategic partners, and other stakeholders throughout the NEPHA shared service arrangement.

Support enforcement of a variety of federal, state, and local environmental, sanitary, and health regulations; state and local permit and licensure requirements, specific legal mandates; and other rules, regulations, and advisory requirements.

Comply with Massachusetts Department of Public Health training regarding confidential information related to personal information.

Support data collection and case information entry about communicable disease symptoms, needs, and other required data into the State database system (i.e. MAVEN, MIIS) with accuracy.

Follow scripts, policies, and procedures provided by NEPHA.

### **Minimum Entrance Requirements:**

Education, Training and Experience:

Bachelor's Degree in public health, social work, or a related field.

Graduate level study preferred.

Three or more years of professional experience, ideally in public health or social services. Or an equivalent combination of education, experience, or training which provides the requisite knowledge, skills, and abilities for this job.

Must be capable of working independently and complying with all HIPAA requirements.

Excellent interpersonal skills required. Demonstrated ability to interact professionally with culturally diverse individuals.

**Preferred Qualifications:**

- Background in public health and/or clinical social work.
- Knowledge of second or multiple languages.
- Knowledge of public health practices, infectious diseases, disease control, environmental health policy, and epidemiological methods.
- Experience in community health, case management and/or public health emergencies.
- Knowledge of harm reduction strategies and trauma-informed care.

We are made up of people with different strengths, experiences and backgrounds. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one's identity. These varied points of view are key to our success, and inclusion is everyone's responsibility.

Qualified individuals should send a completed resume and cover letter to [hire@bme-strategies.com](mailto:hire@bme-strategies.com).

**Commonwealth of Massachusetts****"Statement of Work" for PRF75 -- Foreign Language Interpretation /Translation Services****REQUIRED for Each PRF75 Engagement BEFORE WORK BEGINS**

The Eligible Purchasing Entity is to submit proposed Statements of Work to a minimum of 3 (three) contractors, whenever possible, given contractors' ability to provide services sought.

The Statement of Work is required for each engagement or group of engagement(s). It is to be used to further specify the terms of each engagement, or group of engagements as mutually agreed upon by the PRF75 Contractor and the Purchasing Entity in advance of any work being started. The items in the Statement of Work are not to be in conflict with the terms of the Contract. If there is conflict in the language of the Statement of Work, the terms of the Contract shall apply, including the Commonwealth Terms & Conditions.

| <b>PRF75 CONTRACTOR: Language Line Services Inc.</b><br>Contractor's VC Number for PRF75 (MMARS payment users)<br>VC   | <b>PURCHASING ENTITY:</b><br><br>DOC ID NUMBER: _____<br>FISCAL YEAR: <b>2023</b> |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
|--|---|----------------------------------|----------------------------------|--|----------|----------|--|----------|----------|---|---------|---------|--|----------|----------|-----|--------|--------|-------------------------------|--|--|--|--|
| PRF75 Contract Manager and Contact Person for this Engagement: Krys Brightwell   | Purchasing Entity's Manager and Contact Person for this for engagement:           |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Phone: 831-521-4871<br>Fax: n/a<br>E-mail: <a href="mailto:kbrightwell@languageline.com">kbrightwell@languageline.com</a><br>Web Address: <a href="http://www.languageline.com">www.languageline.com</a>   | Phone:<br>Fax:<br>E-mail:<br>Web Address  |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| PRF75 Contractor Address: (for billing purposes)<br>One Lower Ragsdale Drive, Bldg 2<br>Monterey, CA 93940   | Purchasing Entity's Address: (for payment purposes)                               |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Specific standards of delivery for engagement. Additional sheets may be added if necessary.  |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Geographic Zone(s) that will be served by this Engagement: <b>All Zone</b>   |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| PRF75 Services, Contractor Personnel and billable rate(s) agreed upon for this Engagement. (Not to exceed maximum billable rates allowed by the contractor agreement for PRF75 as posted on CommBuys and in the MMARS system.)   |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <b>Translations:</b>   |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Language</th> <th>Rate per Word (Routine)</th> <th>Rate Per Word (Expedited)</th> </tr> </thead> <tbody> <tr> <td>Spanish, Cantonese, Mandarin, Simplified &amp; Traditional Chinese</td> <td>\$0.18</td> <td>\$0.35</td> </tr> <tr> <td>Arabic, Farsi, French, Italian, Polish, Portuguese, Russian</td> <td>\$0.24</td> <td>\$0.35</td> </tr> <tr> <td>Albanian, Burmese, Greek, Haitian Creole, Hindi, Khmer, Korean, Lao, Vietnamese</td> <td>\$0.26</td> <td>\$0.35</td> </tr> <tr> <td>Amharic, Cape Verdean Creole, Gujarati, Nepali, Somali</td> <td>\$0.28</td> <td>\$0.35</td> </tr> <tr> <td>Kru</td> <td>\$0.35</td> <td>\$0.35</td> </tr> <tr> <td>All other available languages</td> <td></td> <td></td> </tr> </tbody> </table> | Language  | Rate per Word (Routine)          | Rate Per Word (Expedited)        | Spanish, Cantonese, Mandarin, Simplified & Traditional Chinese | \$0.18   | \$0.35   | Arabic, Farsi, French, Italian, Polish, Portuguese, Russian        | \$0.24   | \$0.35   | Albanian, Burmese, Greek, Haitian Creole, Hindi, Khmer, Korean, Lao, Vietnamese | \$0.26  | \$0.35  | Amharic, Cape Verdean Creole, Gujarati, Nepali, Somali             | \$0.28   | \$0.35   | Kru | \$0.35 | \$0.35 | All other available languages |  |  |  |  |
| Language   | Rate per Word (Routine)   | Rate Per Word (Expedited)        |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Spanish, Cantonese, Mandarin, Simplified & Traditional Chinese   | \$0.18  | \$0.35                           |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Arabic, Farsi, French, Italian, Polish, Portuguese, Russian  | \$0.24  | \$0.35                           |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Albanian, Burmese, Greek, Haitian Creole, Hindi, Khmer, Korean, Lao, Vietnamese  | \$0.26  | \$0.35                           |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Amharic, Cape Verdean Creole, Gujarati, Nepali, Somali   | \$0.28  | \$0.35                           |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Kru  | \$0.35  | \$0.35                           |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| All other available languages  |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| -Volume discounts may apply to larger projects   |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <b>Desktop Publishing: - ALL DTP will be quoted</b>  |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <b>In-Person Interpretations:</b>  |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <table border="1"> <thead> <tr> <th></th> <th>Spanish</th> <th>Other Available Spoken Languages</th> </tr> </thead> <tbody> <tr> <td>Routine (Standard) Hourly Rate   Rate Cap at 1 Hour Minimum</td> <td>\$130.00</td> <td>\$150.00</td> </tr> <tr> <td>Expedited (Non- Standard) Hourly Rate   Rate Cap at 1 Hour Minimum</td> <td>\$260.00</td> <td>\$300.00</td> </tr> <tr> <td>Routine (Standard) Hourly Rate   Rate Cap at 2 Hour Minimum</td> <td>\$65.00</td> <td>\$75.00</td> </tr> <tr> <td>Expedited (Non- Standard) Hourly Rate   Rate Cap at 2 Hour Minimum</td> <td>\$130.00</td> <td>\$150.00</td> </tr> </tbody> </table>  |   | Spanish                          | Other Available Spoken Languages | Routine (Standard) Hourly Rate   Rate Cap at 1 Hour Minimum    | \$130.00 | \$150.00 | Expedited (Non- Standard) Hourly Rate   Rate Cap at 1 Hour Minimum | \$260.00 | \$300.00 | Routine (Standard) Hourly Rate   Rate Cap at 2 Hour Minimum                     | \$65.00 | \$75.00 | Expedited (Non- Standard) Hourly Rate   Rate Cap at 2 Hour Minimum | \$130.00 | \$150.00 |     |        |        |                               |  |  |  |  |
|  | Spanish   | Other Available Spoken Languages |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Routine (Standard) Hourly Rate   Rate Cap at 1 Hour Minimum  | \$130.00  | \$150.00                         |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Expedited (Non- Standard) Hourly Rate   Rate Cap at 1 Hour Minimum   | \$260.00  | \$300.00                         |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Routine (Standard) Hourly Rate   Rate Cap at 2 Hour Minimum  | \$65.00   | \$75.00                          |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Expedited (Non- Standard) Hourly Rate   Rate Cap at 2 Hour Minimum   | \$130.00  | \$150.00                         |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <b>Telephonic Interpretations Services:</b>  |   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Language</th> <th>Per Minute Charge</th> </tr> </thead> <tbody> <tr> <td>All Languages</td> <td>\$0.76</td> </tr> </tbody> </table>  | Language  | Per Minute Charge                | All Languages                    | \$0.76   |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| Language   | Per Minute Charge   |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |
| All Languages  | \$0.76  |                                  |                                  |  |          |          |  |          |          |   |         |         |  |          |          |     |        |        |                               |  |  |  |  |

**Video Remote Services**

| Volume Tiers | Minutes Per Month | Sign Language Per Minute Charge | Spanish Per Minute Charge | Other Spoken Languages Per Minute Charge |
|--------------|-------------------|---------------------------------|---------------------------|--|
| 1            | 0-10,000          | \$2.95                          | \$1.85                    | \$1.95                                   |
| 2            | 10,001-20,000     | \$2.85                          | \$1.75                    | \$1.85                                   |
| 3            | 20,001-30,000     | \$2.80                          | \$1.70                    | \$1.80                                   |
| 4            | 30,001+           | \$2.76                          | \$1.66                    | \$1.76                                   |

Start date of this Engagement:

---

Termination date of this Engagement:

June 30, 2024**In witness whereof, the contractor certifies that the services identified in this "Statement of Work" shall be provided in accordance with the PRF75 documentation on file at OSD**

Name of Signatory Authority for PRF75 Contractor Signing this Engagement:

**Legal Name of Commonwealth of Massachusetts Purchasing Entity:**

Signature:

**Signature:**

Title:

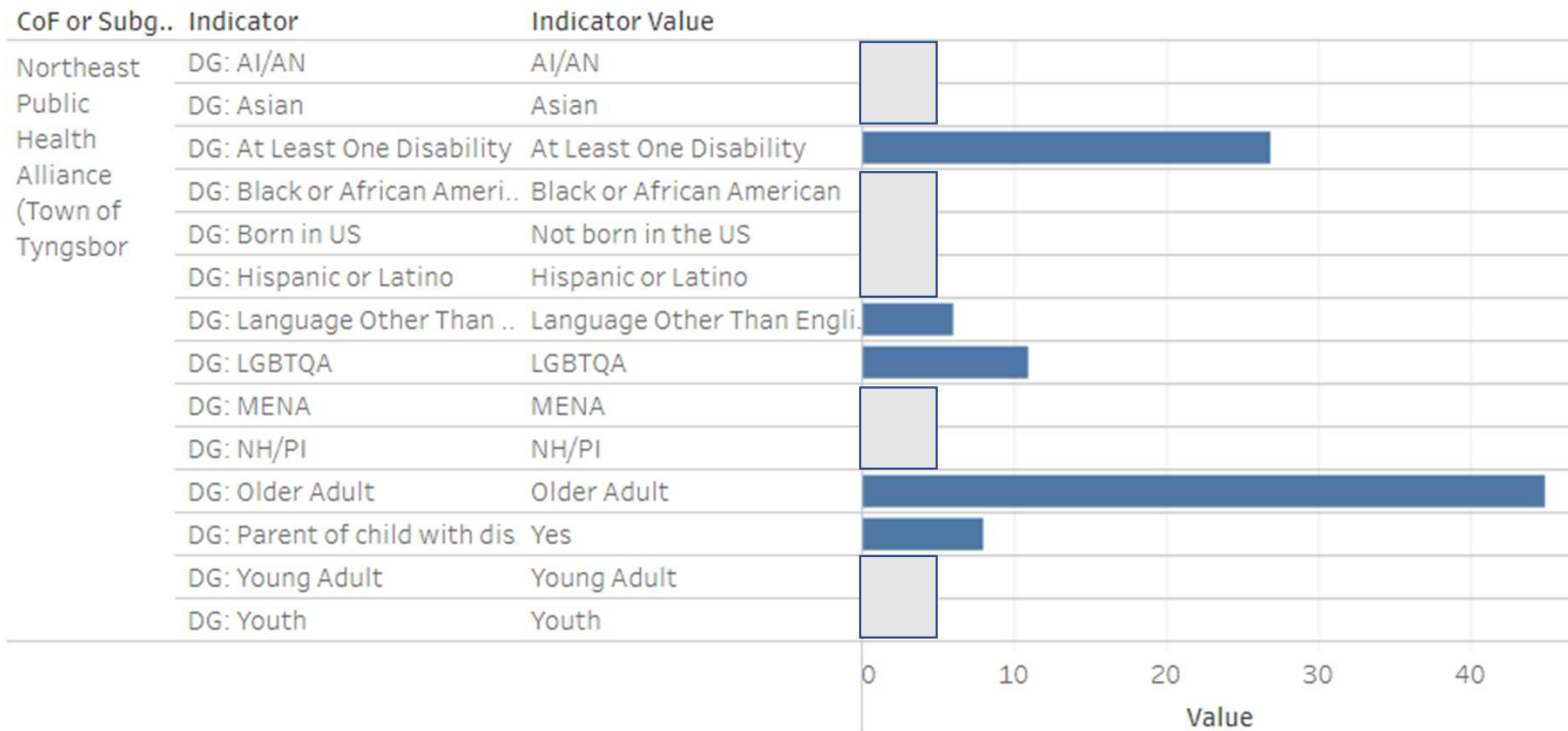
**Title:**

Date (in ink):

**Date (in ink):****HIPAA: Business Associate Contractual Obligations**

Bidders are notified that any Department meeting the definition of a Covered Entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) will include in the RFR or RFQ and resulting contract sufficient language establishing the successful Bidder's contractual obligations, if any, that the Department will require in order for the Department to comply with HIPAA and the privacy and security regulations promulgated there under (45 CFR Parts 160, 162, and 164) (the Privacy and Security Rules). For example, if the Department determines that the successful Bidder is a business associate performing functions or activities involving protected health information, as such terms are used in the Privacy and Security Rules, then the Department will include in the RFR and resulting contract a sufficient description of business associate's contractual obligations regarding the privacy and security of the protected health information, as listed in 45 CFR 164.314 and 164.504 (e), including, but not limited to, the Bidder's obligation to: implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the protected health information (in whatever form it is maintained or used, including verbal communications); provide individuals access to their records; and strictly limit use and disclosure of the protected health information for only those purposes approved by the department. Further, the Department reserves the right to add any requirement during the course of the contract that it determines it must include in the contract in order for the department to comply with the Privacy and Security Rules.

## Northeast Public Health Alliance (Town of Tyngsborough)



### Totals as of 9.11.23

Billerica: 22  
 Chelmsford: 33  
 Tewksbury: 54  
 Tyngsborough: 47