

**BerryDunn Group Contract #27881  
Task 11 Ad Hoc - Task Order 002 – AMENDMENT 1**

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the “State”) and Berry Dunn McNeil & Parker, LLC, d/b/a BerryDunn, (hereafter called the “Contractor”) that Task Order #002 of the contract on the subject of providing assistance with the development of uniform reporting requirements and business processes for specialized programs, effective February 1, 2015, is hereby amended effective March 17, 2016, as follows:

**By deleting Task Order #002 in its entirety and substituting in lieu thereof the following Task Order #002:**

<b>Task Title/Type of Activity:</b>	Unified Mental Health Services Implementation Plan
<b>Responsible Fiscal Party - List Department(s):</b>	DVHA
<b>Amount Requested for Approval:</b>	\$24,768
<b>Affiliate Number/Internal Financial Information:</b>	
<b>Funding Source:</b>	Task Order 002 requires 115.2 hours @ \$215.00 per hour = \$24,768 (additional funds not required)
<b>Effective Dates:</b>	9/21/2015 – 1/31/2016
<b>Project Contact Information:</b>	Ashley Berliner

**1. Scope of Work**

This is a Task Order between the State of Vermont, Department of Vermont Health Access (hereafter called “State”) and BerryDunn (hereafter called “Contractor”). This Task Order is entered into in accordance with Contract No. 27881 dated 2/1/2015 (the “Contract”), between the State and Contractor. The parties acknowledge and agree that this Task Order is subject to and shall be incorporated in and become a part of the Contract. This Task Order shall not in any way amend, conflict with or supersede the original Contract. For purposes of this Task Order, the terms and conditions of Attachment C, Attachment A and Attachment B of the Contract, in that order, shall take precedence and supersede in the event of any ambiguity, conflict or inconsistency with the provisions in this Task Order, including any attachments hereto. All capitalized terms used herein and not otherwise defined shall have the meaning set forth in the Contract.

**TASK 11 – Technical Assistance**

**Support for Development of a Unified Mental Health Services Implementation Plan**

The purpose of this Task Order is for the Contractor to assist the State with developing a Unified Mental Health Services Implementation Plan (hereafter called “Implementation Plan”), as required in Section E.314.2 of House Bill H.490 enacted by the State of Vermont General Assembly in the 2015 legislative session. The tasks involve performing project planning, developing an Implementation Plan template, supporting the State’s development of the Implementation Plan, performing project closeout, and conducting research as needed. The parties agree to perform the tasks outlined in Section 2.

## 2. **Project Phases and Activities**

The Contractor will conduct the work to support this Task Order in three consecutive phases. In addition, the Contractor will perform ad hoc research in an ongoing manner as requested by the State to support other activities as described in this Task Order.

### **Phase 1: Project Planning and Implementation Plan Template Development**

Phase 1 is comprised of the following six major activities.

#### **Activity 1: Develop and Submit Information Request Sheet**

The Contractor will develop and submit an Information Request Sheet to obtain existing documentation relevant to this Task Order. All of the documentation obtained will be reviewed early in the project to support the development of the Implementation Plan Template.

#### **Activity 2: Conduct Initial Planning**

An initial planning meeting will be held with State Project Team Leads to discuss roles and responsibilities of Contractor and State Project Team members, involvement of other State staff and external stakeholders, the project approach, and next steps. Prior to the meeting, the Contractor will develop a high-level timeline of project activities for discussion during the meeting, incorporating edits as needed as a result of the review with the Project Team Leads.

#### **Activity 3: Develop Draft Implementation Plan Outline**

Based on feedback gathered during the initial planning meeting, best practices for developing an Implementation Plan, and the Contractor's experience, the Contractor will develop a draft Implementation Plan outline which will include example Implementation Plan sections to help guide discussions and information-gathering meetings.

#### **Activity 4: Facilitate Information-Gathering Sessions**

The Contractor will facilitate a series of information-gathering meetings with State Project Team members and key Department Staff to solicit input on sections, sub-sections, and other key information that should be included in the Implementation Plan. In addition, the Contractor will work with the State to identify the appropriate owners for each section and sub-section of the Implementation Plan so that the State may assign responsibilities and tasks accordingly.

#### **Activity 5: Develop Implementation Plan Template**

Information gathered during facilitated sessions and supporting research will be used to create a State-specific Implementation Plan Template (Deliverable 1) which will include all of the sections, sub-sections, and descriptions of what should be included in each section and sub-section.

#### **Activity 6: Develop Workplan**

The Contractor will hold follow-up meetings with State Project Team members and Department Staff to support development of an Implementation Plan Workplan (Deliverable 2). The workplan will include high level activities, timelines, and ownership for content development in each section and sub-section of the Implementation Plan.

*Summary of Phase 1 Deliverables: Implementation Plan Template (Deliverable 1); Implementation Plan Workplan (Deliverable 2)*

### **Phase 2: Project Management and Other Support for Implementation Plan Development**

Phase 2 is deleted in its entirety.

### **Phase 3: Project Closeout**

Phase 3 is deleted in its entirety.

**Ongoing: Research and Other Support as Needed**

Ongoing Research and Other Support as Needed is deleted in its entirety.

**3. Project Timeline by Activity**

The project timeline table includes the estimated months when the project activities will occur. During Phase 1 of the project, the Contractor will work with the State Project Team to schedule all activity and deliverable dates in support of delivering the final Implementation Plan (Deliverable 3) by January 1, 2016.

Activity	Month(s)
Activity 1: Develop and Submit Information Request Sheet	9/23/2015
Activity 2: Conduct Initial Planning	9/23/2015
Activity 3: Develop Draft Implementation Plan Outline	9/23/2015
Activity 4: Facilitate Information-Gathering Sessions	10/7/2015
Activity 5: Develop Implementation Plan Template	10/14/2015
Activity 6: Develop Workplan	10/21/2015

**4. Contractor Personnel**

The personnel included in the table below will conduct the activities required to support this Task Order.

Personnel	Role
Charlie Leadbetter	Project Principal
Danielle Ewing	Engagement Manager
Nicolle Field	Project Manager/Lead Business Analyst
Keely Sayers	Business Analyst

**5. Project Hours by Phase**

Estimated hours by project phase are included in the table below.

Phase	Hours
Phase 1: Project Planning and Implementation Plan Template Development	115.2
<b>Total</b>	<b>115.2</b>

**6. Payment Provisions**

DVHA agrees that for the activities and deliverables in Section 2, it will pay the Contractor the following amounts, based on the hours performed and the rates listed below:

Phase	Hours	Hourly Rate*	Total Cost
Phase 1: Project Planning and Implementation Plan Template Development	115.2	\$215	\$24,768
<b>Total</b>	<b>115.2 hours @ \$215 per hour</b>		<b>\$24,768</b>

\*Hourly Rate is \$215 inclusive of all out-of-pocket expenses

DVHA will pay for services under this task order only as hours have been performed. The hours noted above are maximum amounts are not payable unless hourly work has been completed. The parties agree that the hourly rates include all obligations of DVHA under this Task Order. No travel, costs, materials may be billed by the Contractor. This task order may not exceed \$24,768, or 115.2 hours at a rate of \$215.00/hour.

**Approval:**

<b>BerryDunn</b>	Charlie Leadbetter, Principal	
<b>Approval Signature</b>		Date
<b>DVHA Business Lead:</b>	Ashley Berliner	
<b>Approval Signature</b>		Date
<b>DVHA Contract Administrator</b>	Susan Whitney	
<b>Approval Signature</b>		Date
<b>Attorney General's Office</b>	Michael Barber	
<b>Approval Signature</b>		Date

Comments: \_\_\_\_\_

\*Must be signed by all parties prior to commencement of work\*