

DVHA Routing Form

Revision Date 5/1/12

Type of Agreement: **Contract** Agreement #: **24334** Form of Agreement: **Amendment** Amendment #: **1**

Name of Recipient: **Eileen Elliott, Esq.** Vendor #: **8445**

Program Manager : **Allan Ruggles** Phone #: **802-879-8230**

Agreement Manager: **Emily Trantum** Phone #: **802-879-5946**

Brief
Explanation of Agreement: **Extend the contract term**

Start Date: **4/29/2013** End Date: **12/27/2013** Maximum Amount: **\$50,000.00**

Amendments Only: Maximum Prior Amount: **\$0.00** Percentage of Change: **0.00%**

Bid Process (Contracts Only): Standard Simplified Sole Source Statutory Master Contract SOW

Funding Source

ACA Exchange 93.525	\$50,000.00		

Contents of Attached Packet

- AA-14 Attachments A, B, C & F Attachment G - Academic Research
 Sole Source Memo Attachment D - Modifications to C & F MOU
 Qualitative/Justification Memo Attachment E - Business Associate Agreement Other: **Base Contract**

Reviewer	Reviewer Initials	Date In	Date Out
DVHA Grant & Contract Administrator	Kate Jones <small>E-SIGNED by Kate Jones on 2013-09-26 20:00:31 GMT</small>		
DVHA BO	Carrie Hathaway <small>E-SIGNED by Carrie Hathaway on 2013-09-26 20:01:38 GMT</small>		
DVHA Commissioner or Designee	Mark Larson, Commissioner <small>E-SIGNED by Mark Larson on 2013-09-26 20:02:19 GMT</small>		
AHS Attorney General	Seth Steinzor, AAG <small>E-SIGNED by Seth Steinzor on 2013-09-27 20:37:55 GMT</small>		
Following Approvals for Contracts Only:			
AHS CIO			
AHS Central Office	Diane Nealy <small>E-SIGNED by Diane Nealy on 2013-09-26 11:31:12 GMT</small>		
AHS Secretary			

Vision Account Codes:

STATE OF VERMONT CONTRACT SUMMARY AND CERTIFICATION ----- Form AA-14 (8/22/11)

Note: All sections are required. Incomplete forms will be returned to department.

I. CONTRACT INFORMATION:

Agency/Department: AHS/ DVHA Contract #: 24334 Amendment #: 1
 Vendor Name: Eileen Elliott VISION Vendor No: 8445
 Vendor Address: 91 College Street, Burlington, VT 05401
 Starting Date: 4/29/2013 Ending Date: 12/27/2013 Amendment Date: 9/27/2013
 Summary of agreement or amendment: Extend the contract term

II. FINANCIAL INFORMATION

Maximum Payable: \$50,000.00 Prior Maximum: \$ 50,000.00 Prior Contract # (If Renewal):
 Current Amendment: \$0.00 Cumulative amendments: \$ 0.00 % Cumulative Change: %
 Business Unit(s): 3410; ; - [notes:] VISION Account(s): 507600;

II. PERFORMANCE INFORMATION

Does this Agreement include Performance Measures tied to Outcomes and/or financial reward/penalties? Yes No

Estimated Funding Split: G-Fund % S-Fund % F-Fund 100.00 % GC-Fund % Other %

III. PUBLIC COMPETITION

The agency has taken reasonable steps to control the price of the contract or procurement grant and to allow qualified organizations to compete for the work authorized by this contract. The agency has done this through:

Standard bid or RFP Simplified Bid Sole Sourced Qualification Based Selection Statutory

IV. TYPE OF AGREEMENT & PERFORMANCE INFORMATION

Check all that apply: Service Personal Service Architect/Engineer Construction Marketing
 Information Technology Other, describe:

V. SUITABILITY FOR CONTRACT FOR SERVICE

Yes No n/a If this is a Personal Service contract, does this agreement meet all 3 parts of the "ABC" definition of independent contractor? (See Bulletin 3.5) If NO, then contractor must be paid through Payroll

VI. CONTRACTING PLAN APPLICABLE:

Are one or more contract or terms & conditions provisions waived under a pre-approved Contracting Plan? Yes No

VII. CONFLICT OF INTEREST

By signing below, I certify that no person able to control or influence award of this contract had a pecuniary interest in its award or performance, either personally or through a member of his or her household, family, or business.

Yes No Is there an "appearance" of a conflict of interest so that a reasonable person may conclude that this party was selected for improper reasons: (If yes, explain)

VIII. PRIOR APPROVALS REQUIRED OR REQUESTED

Yes No Agreement must be approved by the Attorney General under 3 VSA §311(a)(10) (personal service)

Yes No I request the Attorney General review this agreement as to form
 No, already performed by in-house AAG or counsel: _____ (initial)

Yes No Agreement must be approved by the Comm. of DII; for IT hardware, software or services and Telecommunications over \$100,000

Yes No Agreement must be approved by the CMO; for Marketing services over \$15,000

Yes No Agreement must be approved by Comm. Human Resources (privatization and retiree contracts)

Yes No Agreement must be approved by the Secretary of Administration

D.N.

IX. AGENCY/DEPARTMENT HEAD CERTIFICATION; APPROVAL

I have made reasonable inquiry as to the accuracy of the above information:

 E-SIGNED by Mark Larson on 2013-09-26 20:02:19 GMT

Date Agency / Department Head Date Agency Secretary or Other Department Head (if required)

 E-SIGNED by Seth Steinson on 2013-09-27 20:37:55 GMT

Date Approval by Attorney General Date Approved by Commissioner of Human Resources

Date CIO Date CMO Date Secretary of Administration

State of Vermont
Department of Vermont Health Access
312 Hurricane Lane, Suite 201
Williston VT 05495-2807
dvha.vermont.gov

Agency of Human Services
[Phone] 802-879-5900
[Fax] 802-879-5651

MEMORANDUM

TO: Diane Nealy, Administrative Services, Agency of Human Services
FROM: Mark Larson, Commissioner, Department of Vermont Health Access (DVHA)
DATE: September 19, 2013
RE: Eileen Elliott, Esq., Contract # 24334

This contract amendment provides a no-cost extension of the contract term for Eileen Elliott, Esq., to provide legal services on an as-needed basis regarding privacy and confidentiality issues relating to the health benefit exchange. The amount of work involved with drafting, reviewing, and editing documents for this project exceeds the capacity of existing legal staff. This contract extension is necessary to ensure DVHA has the appropriate legal research and writing resources necessary should the need arise during the go-live period.

This contract complies with all mandatory provisions of AOA Bulletin 3.5. Funding for this agreement is covered by Federal enhanced funding. DVHA looks forward to approval of this amendment.

AMENDMENT

It is agreed by and between the State of Vermont, Department of Vermont Health Access (hereafter called the "State") and Eileen Elliott, Esq. (hereafter called the "Contractor") that the contract on the subject of legal services regarding privacy policies, procedures, notices and other documents relating to the Health Connect program, effective April 29, 2013, is hereby amended effective September 27, 2013 as follows:

1. By deleting Section 4 (Contract Term) on page 1 of 13 of the base agreement, and substituting in lieu thereof the following Section 4:

4. Contract Term. The period of the Contractor's performance shall begin on April 29, 2013 and end on December 27, 2013.

This amendment consists of 1 pages. Except as modified by this amendment and any previous amendments, all provisions of this contract, (#24334) dated April 29, 2013 shall remain unchanged and in full force and effect.

STATE OF VERMONT
DEPARTMENT OF VERMONT HEALTH ACCESS

CONTRACTOR
EILEEN ELLIOTT

E-SIGNED by Mark Larson
on 2013-09-30 12:58:44 GMT

MARK LARSON, COMMISSIONER DATE

E-SIGNED by Eileen Elliott
on 2013-09-30 12:51:29 GMT

EILEEN ELLIOTT DATE