

CONTRACT

THIS CONTRACT made and entered into this _____ day of _____, 20____, by and between the County of Cuyahoga, Ohio ("**COUNTY**"), on behalf of the Department of Health and Human Services (**HHS**) Ryan White Part A Program and Collaborative Research, LLC, ("**CONSULTANT**"), an Illinois limited liability corporation with offices located at 828 West Grace Street, #1603, Chicago, Illinois, 60613 for the purpose of providing professional and technical assistance in the administration of the Ryan White Part A Program.

WHEREAS, the **COUNTY** desires to contract with the **CONSULTANT** to review the existing administrative functions of the program and assist the County in identifying, establishing and implementing best practice models for overall administrative functions consistent with federal requirements and County guidelines; and

WHEREAS, these activities are intended to help ensure funds are available to support the ambulatory medical and related support services needed by medically uninsured and under-insured persons living with HIV/AIDS in the transitional grant area; and

WHEREAS, it has been determined by **HHS**, that the **CONSULTANT** has the necessary skills and experience to assist in these activities.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the **COUNTY** and the **CONSULTANT** agree as follows:

I. SCOPE OF SERVICES

The **CONSULTANT** shall work with the **HHS** Project Director, Grant Manager and/or his/her designated representatives from the Ryan White Program staff and Planning Council to complete the following minimum responsibilities as staff support to the Planning Council.

Meetings:

1. Coordinate monthly Planning Council meetings with co-chairs;
2. Schedule, coordinate and staff sub-committee meetings with committee chairs (see separate duties below)
3. Coordinate work of standing committees
4. Arrange meeting site/s and refreshments
5. Prepare meeting agendas, meeting minutes, handouts, visuals, and reports for the meeting
6. Assist member with transportation reimbursement

Correspondence:

1. Prepare Planning Council meeting minutes, handouts, presentations, and reports and submit/distribute as directed.
2. Prepare correspondence on behalf of Planning Council
3. Maintain and disseminate current Planning Council membership, term, limits and