

**Schedule A / B**  
**POSITION #OCDMH0041**  
**Project Manager**

The purpose of this Schedule A/B is to delineate the Scope of Services to be provided by CONSULTANT'S name ("CONSULTANT") to the County of Orange, Department of Mental Health ("COUNTY") as well as the Fees and Expenses to be paid from the **COUNTY** to the **CONSULTANT** for services rendered in accordance with the terms and conditions specified in this Schedule A/B, the Orange County Department of Mental Health ("OCDMH") Contract Services #OCDMH-CS-0041 and the Agreement for Consultant Services ("Agreement").

**CONSULTANT RESPONSIBILITIES**

1) **CONSULTANT** shall meet the following qualifications:

- Master's degree in public health, public administration, social work or related field; **and**
- Two (2) years of project related management experience; **and**
- knowledge of health service systems in Orange County; **and**
- ability to travel across Orange County and to New York City for meetings; **and**
- Possess a valid driver's license; **and**
- Pass a background check

2) **CONSULTANT** shall possess the following skills:

- Experience with various software applications; **and**
- Ability to effectively communicate and interface with professionals and those served; **and**
- Effective writing skills; **and**
- Sound professional judgment; **and**
- Ability to work flexible hours

3) **CONSULTANT** will provide project management services. Project management services will be broken up into two phases: pre-intervention phase and intervention phase. The scope of work includes, but is not limited to the following:

***During pre-intervention phase & throughout project***

- Manage Orange County's participation in the NYS HEALing Communities Study ("**Project**"), a large-scale multi-year research study; **and**
- represent the Orange County Department of Mental Health Commissioner's Office to the research team and to local partners; **and**
- identify and provide updates on all organizations, regulations, policies, programs and initiatives related to opioid use during the study period; **and**
- provide regular reports to research team on these using reporting tools established by the research team; **and**
- work with local legislative and executive bodies to address laws, policies and regulations related to health data sharing, IRB/human subjects protections, evidence-based interventions (implementation period only), or to provide cooperation or leadership on cross-departmental efforts; **and**
- prepare annual reports (permissions, budgets, etc. needed to document Orange County participation or to get participation approved by local legislators; **and**

- manage all study-related communication with local partners, key stakeholders and with local press in accordance with Orange County policy, and keep the research team informed of any local developments that may impact public perception of the project; **and**
- supervise county surveillance coordinator and oversee collection and quality control of data related to fatal and non-fatal opioid overdose and access to and utilization of naloxone and medication for opioid use disorder (MOUD) in the county in collaboration with Columbia University's research coordinator; **and**
- manage administrative tasks related to project, including rental of office space, purchase of equipment, management of receipts and other documentation in accordance with Orange County policy; **and**
- oversee project budget; **and**
- respond to inquiries via phone and email in a timely fashion; **and**
- effectively communicate and interface well with professionals and those served;

***Additional requirements during intervention phase***

- Supervise Training and Technical Assistance Coordinator and Community Engagement coordinator and manage community intervention roll-out according to established protocols; **and**
- work with Orange County Department of Mental Health Commissioner and community coalition to select network of integrated Opioid Use Disorder care continuum and prevention partners; **and**
- work with Orange County Department of Mental Health Commissioner and coalition to select continuum of evidence-based opioid overdose prevention, treatment and care interventions; **and**
- monitor progress of Orange County towards achieving Project milestones and prepare monthly reports of NYSHEALing Communities Study activities in Orange County; **and**
- oversee development, input of data and use of county dashboard by county staff and community coalition members to inform selection and optimization of interventions.

4) Service Hours/Units

**CONSULTANT** shall provide approximately \_\_\_\_ hours of services/coverage per week for 50 weeks per year. Hours shall be agreed upon by the **COUNTY** and **CONSULTANT** on a daily or weekly basis, but needs to be flexible. No guarantee of the number of hours of service/coverage is made by the **COUNTY**.

No additional time by **CONSULTANT** shall be compensated without prior written approval of the Department of Mental Health and, if such time exceeds the not-to-exceed cost in Article 4 of the Agreement, such approval will also require a written amendment executed by the County Executive and **CONSULTANT**.

5) Service Location(s)

Service will be provided throughout Orange County and will require travel to New York City for periodic required meetings. The **COUNTY** reserves the right to change service locations during the term of the Agreement on an as needed basis. **CONSULTANT** agrees to work in any service location within the County as requested by County and/or, after Consultant submits a letter of consent to

work in agreed upon locations outside the County with the Commissioner of the Department of Mental Health or designee.

#### 6) Billing for Services

**CONSULTANT** shall invoice the **COUNTY** on a weekly/biweekly basis, with adequate supporting documentation as applicable, in accordance with Article 3 of the Agreement.

#### **COUNTY RESPONSIBILITIES**

The **COUNTY** will:

- Allow use of equipment such as copy machine, fax, computers, etc. and with prior approval provide access to supplies as needed; and
- For services rendered and properly invoiced in accordance with the terms and conditions specified in this Schedule A/B, RFQ #OCDMH-0041 and the Agreement, compensate **CONSULTANT** at \$ \_\_\_\_ per hour including travel expenses.