From:	DHS DPHContracts
To:	DHS DPHContracts
Cc:	Moore, Donna J - DHS; Marcum, Matthew R - DHS
Subject:	[NCI] Available Consolidated Contract & Addendum
Date:	Friday, November 13, 2015 9:00:24 AM

This message is being sent to specific local health officers.

Available Contract and Addendum

Your 2016 Consolidated Contract and Addendum has been finalized and is now available for download. Please note that the funding will not be available to you in CARS until after a signed copy of the contract has been submitted. In order to download the required contract documents, please visit the 2016 Consolidated Contract webpage and follow each of the **four** steps listed in the "*Base Contract, Signature Pages, and Addenda*" section.

Submission of Required Signature Pages

The following documents must be submitted to DPH in order to complete the signature process:

- Template MOU for Transferring Funds to a Consortium Fiscal Agent (only required if funds are being transferred from one agency to another)
- 2016 Base Contract Signature Package

The 2016 Base Contract Signature Package consists of the DPH Base Contract Signature Page, the Certification Regarding Lobbying, and the Certification Regarding Debarment and Suspension Signature Page. In order to receive a January 2016 prepayment, two signed original hardcopies of each of these pages must be returned by **December 9, 2015** to the following address:

Matt Marcum
Department of Health Services
1 West Wilson Street, Room 250
Madison WI, 53703

Scanned (email to DHSGACMail@dhs.wisconsin.gov) or faxed (608-267-2832) versions of the signature pages will be accepted as temporary placeholders; however, two original hardcopies must also be submitted via mail. Once DPH receives the necessary documents, the contract will be counter-signed and one fully executed copy will be returned to you.

Please direct any questioned relating to the contract signature process to Matt Marcum at Matthew.Marcum@wi.gov.

Thank you for your continued time and attention during the course of the 2016 Consolidated Contracting process.

Donna Moore
DPH Operations Director
Division of Public Health
Department of Health Services
608-261-9434

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