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DATE: December 13, 2018

TO: Local Public Health Officers

FROM: Charles Warzecha, DPH Deputy Administrator

RE: 2019 DPH Consolidated Contract Changes and Introducing DocuSign for DHS Contracts

The Department of Health Services (DHS) continues to strive for efficiencies in our business processes, and the purpose of this memo is to inform our business partners about two significant changes that you will see in 2019 related to the Division of Public Health (DPH) Consolidated Contract including the Grant Agreement template (formerly the Base Contract) and contract signature routing. Thank you for the important work you do and for your help in working through these changes.

2019 DPH Consolidated Contract Template

DHS has created a standardized grant agreement template to keep our granting in sync with federal uniform guidance so that DHS can meet compliance requirements. This represents a change from the look of the 2018 DPH Consolidated Base Contract language. Many of the terms and conditions will remain the same in the 2019 DPH Consolidated Contract, but the appearance will be different and all program allocations are tied to specific, negotiated objectives in the Addendum Exhibits I & II.

DocuSign

Over the summer, DHS began a pilot project to explore the use of DocuSign to route contracts and other related documents. The initial results of this pilot have been overwhelmingly positive, so we are preparing to make DocuSign the standard for routing all contracts going forward. DHS has created a contract routing process using DocuSign that closely mirrors the process used by the Wisconsin Department of Children and Families. We've created a webpage dedicated to [DocuSign](#) on the [DHS "Business Opportunities with the Department of Health Services" page](#).

DHS will route the 2019 DPH Consolidated Contract for signature electronically to each Health Officer's designated email address using DocuSign. DocuSign will bundle all Consolidated contract documents into one DocuSign envelope. Please be advised that reported expenses will not be processed and paid until the fully executed 2019 DPH Consolidated Contract is received and processed.

The 2019 DPH Consolidated Contract DocuSign envelope will contain:

- Grant Agreement
- Contract Agreement Addendum: Exhibit I
- Contract Agreement Addendum: Exhibit II
- Business associate agreement
- Certificate regarding debarment and suspension
- Certificate regarding lobbying activities
- Memorandum of Understanding (if applicable)

Once signed, the fully executed 2019 DPH Consolidated Contract will be emailed to the Health Officer's designated email address and considered the Local Public Health Department's official record of the 2019 Consolidated Contract. Going forward, DPH will not post stand-alone versions of individual contract or amendment documents to the [Grants and Contracts \(GAC\) webpage](#). The DHS GAC webpage will, however, continue to be home to the following documents for easy reference:

- 2019 DPH Consolidated Contract Program Information
- 2019 Consolidated Contract Overview

Additionally, any modifications (formerly known as amendments) to the 2019 DPH Consolidated Contract will follow a similar process through the DHS DocuSign process.

DPH anticipates the 2019 DPH Consolidated Contracts will be sent through the DHS DocuSign process to the Local Public Health Officers around the week of December 17, 2018.

If you have any questions about these upcoming changes, please contact Kären Drogsvold, DPH Bureau of Operations' Budget Section Chief at 608-266-3419 or via email at Karen.Drogsvold@dhs.wisconsin.gov.