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|---------------------------------------|--|
| CONTRACT NUMBER: EMS32270-0 | SUBRECIPIENT * <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
|---------------------------------------|--|

INTERLOCAL AGREEMENT
Between
STATE OF WASHINGTON
DEPARTMENT OF HEALTH
And
Kitsap County Fire District 18
Poulsbo Fire Department

THIS AGREEMENT is made by and between the State of Washington Department of Health, hereinafter referred to as DOH, and Kitsap County Fire District 18 Poulsbo Fire Department, hereinafter referred to as Contractor pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE: The purpose of this contract is to provide funding for increased support to local emergency medical services and fire departments in their opioid overdose prevention efforts. EMS agencies will use funding to implement promising practices that have demonstrated some impact on the reduction of overdose and associated risk factors.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK AND BUDGET: The Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit A, attached hereto and incorporated herein.

PERIOD OF PERFORMANCE: Subject to its other provisions, the period of performance of this Agreement shall commence on **Date of Execution** and be completed on **August 31, 2026**, unless terminated sooner as provided herein. Any work done outside of the period of performance shall be provided at no cost to DOH.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA): If federal funds are included in this contract as indicated below, this contract requires compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this contract, your organization must have a Unique Entity Identifier (UEI) number. A UEI number provides a method to verify data about your organization. If you do not already have one, you may receive a UEI number free of charge by contacting System for Award Management (SAM) at SAM.GOV.

Information about your organization and this contract will be made available on www.USASpending.gov by DOH as required by P.L. 109-282.

PAYMENT: Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed **\$20,010.00** in accordance with Exhibit A, attached hereto and incorporated herein. Compensation includes but is not limited to all taxes, fees, surcharges, etc. Payment will not exceed this amount without a prior written amendment. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget.

Source of Funds:

Federal: \$20,010.00 State: \$0.00 Other: \$0.00 TOTAL: **\$20,010.00**

Contractor agrees to comply with applicable rules and regulations associated with these funds.

INVOICES AND PAYMENT: Contractor will submit invoices to the DOH Contract Manager for all amounts to be paid within 30 days of the month of service, or the submission date of deliverables with an associated cost, as specified in the Statement of Work (SOW). Refer to the SOW, Exhibit A, for invoice due dates on any budget/funding period(s) that end during the contract period of performance. DOH must receive correct and complete FINAL invoices no later than 45 days after the contract expiration date. Invoices must reference the contract number and provide detailed information as required. All invoices must be approved by DOH prior to payment; approval will not be unreasonably withheld. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget. DOH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance. The Contractor will not invoice for services if they are entitled to payment, have been, or will be paid, by any other source for that service.

DOH will issue payment within 30 days of receiving a correct and complete invoice and approving the deliverable(s). Late invoices will be paid at the discretion of DOH and are contingent upon the availability of funds. Failure to submit a properly completed IRS form W-9 may result in delayed payments.

AGREEMENT ALTERATIONS AND AMENDMENTS: This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

ASSIGNMENT: The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION: The use or disclosure by any party of any information concerning a client obtained in providing service under this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable Federal and State statutes and regulations.

Any unauthorized access or use of confidential information must be reported to the DOH Chief Information Security Officer at security@doh.wa.gov. The notification must be made in the most expedient time possible (usually within one business day) and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

CONTRACT MANAGEMENT: The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this agreement.

The Contract Manager for DOH is:

Name: Dawn Felt
Prevention and Community
Office: Health
Agency: Department of Health
Address: PO Box 47853
City, State,
Zip: Olympia, WA 98504-7853
Email: dawn.felt@doh.wa.gov

The Contract Manager for the Contractor is:

Name: Jim Gillard
Title: Fire Chief
Agency: Kitsap County Fire District 18
Poulsbo Fire Department
Address: 911 NE Liberty Road
City, State,
Zip: Poulsbo, WA 98370-8573
Email: jrogers@poulsbofire.org

DISPUTES: In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE: This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Federal statutes and regulations
- B. State statutes and regulations
- C. Agreement amendments
- D. The Agreement (in this order)
 - 1. Primary document (document that includes the signature page)
 - 2. Statement of Work (Exhibit A)

INDEPENDENT CAPACITY: The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

NONDISCRIMINATION:

- A. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this

nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.

- B. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- C. Default. Notwithstanding any provision to the contrary, DOH may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until DOH receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), DOH may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. The contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
- D. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. DOH shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe DOH for default under this provision thereafter become due, an amount for damages Contractor or subcontractor will owe DOH for default under this provision.

PRIVACY: Personal information collected, used or acquired in connection with this Agreement shall be used solely for the purposes of this Agreement. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

DOH reserves the right to monitor, audit or investigate the use of personal information collected, used or acquired by the Contractor through this Agreement. The monitoring, auditing, or investigating may include but is not limited to "salting" by DOH. Contractor shall certify the return or destruction of all personal information upon expiration of this Agreement. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the Agreement and the demand for return of all personal information. The contractor agrees to indemnify and hold harmless DOH for any damages related to the Contractor's unauthorized use of personal information.

RECORDS MAINTENANCE: The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either

party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA: Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DOH. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

SECURITY OF INFORMATION – Unless otherwise specifically authorized by the DOH Chief Information Security Officer, Contractor receiving confidential information under this contract assures that:

- Encryption is selected and applied using industry standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program against all information stored locally and off-site. Information must be encrypted both in-transit and at rest and applied in such a way that it renders data unusable to anyone but authorized personnel, and the confidential process, encryption key or other means to decipher the information is protected from unauthorized access.
- It is compliant with the applicable provisions of the Washington State Office of Washington Technology Solutions (WaTech) policy SEC-01 through SEC-13, Securing Information Technology Assets, available at: <https://ocio.wa.gov/policy/securing-information-technology-assets>.
- It will provide DOH copies of its IT security policies, practices and procedures upon the request of the DOH Chief Information Security Officer.
- DOH may at any time conduct an audit of the Contractor's security practices and/or infrastructure to assure compliance with the security requirements of this contract.
- It has implemented physical, electronic and administrative safeguards that are consistent with WaTech security standard SEC-01 through SEC-13 and ISB IT guidelines to prevent unauthorized access, use, modification or disclosure of DOH Confidential Information in any form.

This includes, but is not limited to, restricting access to specifically authorized individuals and services through the use of:

- Documented access authorization and change control procedures;
- Card key systems that restrict, monitor and log access;
- Locked racks for the storage of servers that contain Confidential Information or use AES encryption (key lengths of 256 bits or greater) to protect confidential data at

- rest, standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program (CMVP);
- Documented patch management practices that assure all network systems are running critical security updates within 6 days of release when the exploit is in the wild, and within 30 days of release for all others;
- Documented anti-virus strategies that assure all systems are running the most current anti-virus signatures within 1 day of release;
- Complex passwords that are systematically enforced and password expiration not to exceed 120 days, dependent user authentication types as defined in WaTech security standards;
- Strong multi-factor authentication mechanisms that assure the identity of individuals who access Confidential Information;
- Account lock-out after 5 failed authentication attempts for a minimum of 15 minutes, or for Confidential Information, until administrator reset;
- AES encryption (using key lengths 128 bits or greater) session for all data transmissions, standard algorithms validated by NIST CMVP;
- Firewall rules and network address translation that isolate database servers from web servers and public networks;
- Regular review of firewall rules and configurations to assure compliance with authorization and change control procedures;
- Log management and intrusion detection/prevention systems;
- A documented and tested incident response plan

Any breach of this clause may result in termination of the contract and the demand for return of all personal information.

SEVERABILITY: If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

SUBCONTRACTING: Neither the Contractor, nor any subcontractors, shall enter into subcontracts for any of the work contemplated under this agreement without prior written approval of DOH. In no event shall the existence of the sub operate to release or reduce the liability of the Contractor to DOH for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this Agreement.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of DOH or as provided by law.

If, at any time during the progress of the work, DOH determines in its sole judgment that any subcontractor is incompetent, DOH shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by DOH of any

subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Agreement, nor be the basis for additional charges to DOH.

SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE: In the event contract funding from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, DOH may give notice to Contractor to suspend performance as an alternative to termination. DOH may elect to give written notice to Contractor to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this Agreement. Notice may include notice by facsimile or email to Contractor's representative. Contractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Contractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Contractor will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Contractor gives notice to DOH that it cannot resume performance, the parties agree that the Agreement will be terminated retroactive to the original date of termination. If the date Contractor gives notice it can resume performance is not acceptable to DOH, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the Agreement will be terminated retroactive to the original date of termination.

TERMINATION: Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE: If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

WAIVER: A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN: This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

| | |
|---|--|
| <p>CONTRACTOR SIGNATURE</p> <p><i>Jim Gillard</i></p> | <p>DATE</p> <p>Feb 12, 2026</p> |
| <p>PRINT OR TYPE NAME</p> <p>Jim Gillard</p> | <p>TITLE</p> <p>Fire Chief</p> |
| <p>DOH CONTRACTING OFFICER SIGNATURE</p> <p><i>Brad Halstead</i> <small>Brad Halstead (Feb 18, 2026 10:39:53 PST)</small></p> | <p>DATE</p> <p>Feb 18, 2026</p> |

This contract has been approved as to form by the attorney general.

**STATEMENT OF WORK
DOH Contract Number EMS32270-0
Kitsap County Fire District 18
Poulsbo Fire Department**

ORDA-S Contract Period Date of Execution – August 31, 2026.

Background

The Centers for Disease Control and Prevention fund the WA DOH through the Overdose Data to Action in States (OD2A-S) grant to track and prevent nonfatal and fatal overdoses in WA State. Contractor will implement overdose prevention interventions under OD2A-S.

Purpose

The purpose of this contract is to provide funding for increased support to local emergency medical services and fire departments in their opioid overdose prevention efforts. EMS agencies will use funding to implement promising practices that have demonstrated some impact on the reduction of overdose and associated risk factors.

Funding

Total contract not to exceed \$20,010.00.

* All activities and related billing requests must align with the provided allowable and unallowable activity guidance.

Deliverables

Contractor will submit a quarterly progress report on the process and progress of the contracted activities, including any successes or lessons learned along with quarterly submissions of OD2A-S qualitative performance measures and quantitative data. These deliverables provide monitoring and tracking of the outcomes of the activities chosen.

| Task/Activity Description | Funding | Deliverables/Outcomes |
|---|--|-----------------------|
| Support CARES Program activities and coordination | Submit quarterly: <ul style="list-style-type: none"> • DOH progress report detailing the process and progress of activities; description of tasks completed and number of hours community support specialist worked; summary of services provided; summary of successes, lessons learned, and any obstacles. • OD2A quantitative data OD2A qualitative performance measure questions | \$20,010 |

**STATEMENT OF WORK
DOH Contract Number EMS32270-0
Kitsap County Fire District 18
Poulsbo Fire Department**

Budget Table

| Line Item | Cost | Formula for cost/justification |
|---|----------|--|
| Personnel/Salaries | | |
| Community Support Specialist, Kristen Sweet | \$20,010 | 145 hours x \$46 hour x 3 reporting quarters |
| TOTAL | \$20,010 | |

Contractor will follow all federal funding rules and OD2A NOFO requirements.

Contractor will collect the below quantitative data on a provided Excel spreadsheet and submit to DOH. Only the questions that pertain to the activities outlined in this SOW are required to be answered.

- Number of health equity focused overdose prevention activities implemented, and their settings.
- Total number of harm reduction service encounters (e.g., in-person, mail, telephone, online)
- Zip code where harm reduction services were provided (list “unknown” when location is unknown)
- Total number of navigators located in a harm reduction setting or other setting
- Number of referrals to harm reduction services for each race ethnicity
- If possible, total number of hours spent by each navigator on linkage to care or referral efforts
- Total naloxone doses distributed.
- Type of organization where naloxone was distributed (SSP, faith-based organizations, schools, etc.)
- Zip code where naloxone was distributed (list “unknown” when unknown)
- Number of naloxone doses distributed at each type of organization
- Number of service encounters involving drug checking
- Zip code for drug checking encounters (list “unknown” when unknown)
- Number of referrals to MOUD for each race/ethnicity
- Number of referrals to behavioral health treatment only (without MOUD) for each race/ethnicity
- Number of other referrals, if not to MOUD and behavioral health, with a description of the type of referral
- Number of health settings implementing or improving protocols and/or policies for evidence-based SUD treatment or referral

Contractor will collect the below qualitative data and submit to DOH. Only the questions that pertain to the activities outlined in this SOW are required to be answered.

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Kitsap County Fire District 18
Poulsbo Fire Department

Health Equity (HE)

- **HE_Impact: Impactful practices for improving access to care and treatment for PWUD who are historically underserved by overdose prevention programs**
 1. Please provide a brief description of the implemented and/or tailored (adapted to specific cultural, linguistic, environmental, or social needs of populations) evidence-based intervention or innovative practice (including setting and whether navigators were included if applicable) and how these compare to previous efforts.
 2. Please describe how access to care or treatment has been improved, and what new/existing community assets were leveraged.
 3. Please describe how specific populations disproportionately affected by overdose and underserved with care and treatment programs are impacted by efforts (if tracked).
 4. (Optional) Please share if there were any other outcomes that were improved (provides recipients the option to expand beyond access to care and include any other outcomes, for example, retention in care, decreased opioid use).
 5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).

- **HE_Activities: Number of health equity focused overdose prevention activities implemented with OD2A funding**
 1. Please describe the activities in this performance measure, for whom they were intended, and how the activities were implemented and/or tailored (e.g., linguistically, culturally) for racially, ethnically, and linguistically diverse populations?
 2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).

Harm Reduction (HR)

- **HR_Encounters: Number of harm reduction service encounters at organizations funded or supported by OD2A**
 1. What are the barriers for people accessing harm reduction services in your jurisdiction?
 2. What are the facilitators for people accessing harm reduction services in your jurisdiction?
 3. What types of services are included?
 4. Please estimate the proportion of harm reduction service encounters that occurred:
 - ___ % at brick and mortar locations
 - ___ % via mobile-based outreach services
 - ___ % via mail-based delivery
 - ___ % other (please specify)
 5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).

**STATEMENT OF WORK
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- **HR_Naloxone: Number of naloxone doses distributed by OD2A funded or supported organizations**
 1. What are barriers to accessing or receiving naloxone?
 2. What are facilitators to accessing or receiving naloxone?
 3. How did you use OD2A Funds to distribute naloxone (e.g. staffing to distribute, vending machines)?
 4. (Optional) Describe mechanisms used to distribute naloxone (e.g., mail in, handoffs).
 5. If you selected “other” type of organizations in the reporting tool, please describe.
 6. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).

Linkage to Care (LTC)

- **LTC_Navigators: Number of navigators who link PWUD to care and harm reduction services via warm handoffs**
 1. Please describe what types of navigators are included in the data reported (e.g., certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, etc.).
 2. Please describe methods to support navigators, including average hourly pay, benefits, and additional supports (e.g., trauma, wellness, emotional/psychological support, infrastructure such as a phone) to help retain them.
 3. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).
- **LTC_Referrals: Number of referrals to care and harm reduction services**
 1. (Optional) If you have other OD2A funded or supported referrals beyond referrals to MOUD, behavioral treatment only (without MOUD), and harm reduction services, please describe the “other” types of referrals.
 2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).

Reimbursement and Payment Schedule

To receive payment, the Contractor shall email the signed A19-1A form and progress report summary including all deliverables on the due dates by close of business (5:00PM).

| Reporting period | Total Amount |
|------------------|---------------------------|
| DOE – 08/31/2026 | Not to exceed \$20,010.00 |

Deliverables and Due Dates:

The following deliverables must be submitted to DOH on a quarterly basis:

**STATEMENT OF WORK
DOH Contract Number EMS32270-0
Kitsap County Fire District 18
Poulsbo Fire Department**

1. **DOH Progress Report**
2. **OD2A-S Quantitative Performance Measure Data**
3. **OD2A-S Qualitative Performance Measure Questions**

| Quarter | Deliverable Due Dates |
|-----------------------|-----------------------|
| 2: DOE-2/28/2026 | 3/10/2026 |
| 3: 3/1/2026-5/31/2026 | 6/10/2026 |
| 4: 6/1/2026-8-31/2026 | 9/10/2026 |

Billing and Payment

All billing must be for activities completed within the contract period; final billing is due 45 days after the end of the contract, but all billed work must be completed on or before 8/31/26.

To receive payment, the Contractor shall submit the A-19-1A form (invoice voucher) along with the deliverables on the due date in the deliverables schedule below by close of business (5:00PM) via email to dawn.felt@doh.wa.gov.

The DOH may, upon written request received in the office ten (10) days prior to the deliverable due date, grant an extension for that deliverable. Extension requests in emergency situations that are out of the Contractor’s control, such as illness or weather problems, may be exempt from the ten (10)-day prior notice requirement. Emergency requests must be made to the DOH via email. The DOH may grant an emergency extension of thirty (30) days from the due date.

In the event state funding is delayed, the Program Manager will notify Contractor by e-mail to cease work until such time as authorization has been received.

Invoice Vouchers should be billed monthly unless otherwise stated in the Statement of Work and must be received by DOH within 60 days of the close of the month in which the expense was incurred or services were provided.

Supporting Documentation Requirements:

Billings/invoices shall include copies of backup documentation for all expenses according to the contract’s risk level as defined by the A19 Backup Documentation Matrix.

Backup documentation can include but is not limited to; receipts, invoices, billing records, work orders, positive time and attendance records (timesheets), travel vouchers and accounting expense reports.

Additional backup documentation may be requested if needed.

Invoices will be returned to you if sufficient backup documentation is not provided within 30 days of our receipt of your request for reimbursement.

Please email the signed and detailed A19-1A form, deliverables due by close of business (5:00PM) on the due date – (schedule above) to:

**STATEMENT OF WORK
DOH Contract Number EMS32270-0
Kitsap County Fire District 18
Poulsbo Fire Department**

Washington State Department of Health
ATTN: Dawn Felt, EMS Program Supervisor
Community Health Systems
PO Box 47853
Olympia, WA 98504-7853
EMAIL: dawn.felt@doh.wa.gov