

**POLK COUNTY  
SECOND AMENDMENT TO CONTRACT FOR SERVICES  
CONTRACT # 23-012-IHC**

This Second Amendment to Contract for Services (“Second Amendment”) #23-012-IHC is made effective **March 1, 2026** (“Second Amendment Effective Date”) to **September 30, 2026** by and between **Lakeland Volunteers in Medicine, Inc.**, (“LVIM”), and Polk County, a political subdivision of the State of Florida (“COUNTY”), (LVIM and COUNTY shall be jointly referred to herein as the “Parties”).

**WITNESS TO:**

WHEREAS, the COUNTY wishes to provide funding for the provision of free health care, dental, and behavioral health services for qualified Polk County residents at or below 200% of the Federal Poverty Level (“FPL”); and

WHEREAS, the Parties entered into that certain Contract (contract # 23-012-IHC) (the “Medical Services Contract”) which is effective from January 1, 2023 through September 30, 2026 to provide medical and screening services to qualified Polk County residents that are at or below 200% of the FPL; and

WHEREAS, the Parties also entered into a separate Contract (contract #22-353-IHC) (the “Dental Services Contract”); and

WHEREAS, the Parties entered into the First Amendment for the purposes of merging the Dental Services Contract into the Medical Services Contract, adding behavioral health services, increasing funding, and modifying certain provisions of the Contract; and

WHEREAS, the Parties now desire to enter into this Second Amendment for the purposes of increasing funding for diagnostic services and modifying certain provisions of the Contract; and

WHEREAS, capitalized terms used but not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, and other good and valuable consideration, the Parties hereby agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference.
2. Article II FUNDING Section 2.1 is amended and replaced as follows:

2.1 In consideration for LVIM providing Services to Qualified Residents, the COUNTY will pay LVIM a total amount not to exceed:

- A. Three Hundred Sixty-Six Thousand Eight Hundred Seventeen and 89/100 dollars (\$366,817.89) – Year 1 – January 1, 2023 to September 30, 2023 – this includes a one-time allowance of \$20,000 to reimburse for the purchase of equipment which will be used to provide services to qualified Polk County residents that are at or below 200% of the FPL.
- B. One Million Three Hundred Forty-One Thousand Two Hundred Seventeen and no/100 dollars (\$1,341,217) – Year 2 – October 1, 2023 to September 30, 2024. Total funding not-to-exceed amount includes funding paid during Year 2 for all Services provided under the Medical Services Contract (23-012-IHC), and the services provided under the Dental Services Contract (22-353-IHC) through March 31, 2024. Expenses for Dental Services will be reimbursable under this Contract (23-012-IHC) effective April 1, 2024. Expenses for Behavioral Health Services will be reimbursable under this Contract (23-012-IHC) effective October 1, 2023.
- C. One Million Three Hundred Seventy-Six Thousand Seven Hundred Nineteen and no/100 dollars (\$1,376,719) – Year 3 – October 1, 2024 to September 30, 2025.

D. One Million Four Hundred Thirty-Eight Thousand Six Hundred Forty-One and no/100 dollars (\$1,438,641) – Year 4 – October 1, 2025 to September 30, 2026.

as described in the attached Exhibit D (“Budget”) and pursuant to the procedures listed at ARTICLE III herein. Notwithstanding the foregoing or anything to the contrary contained herein, COUNTY’s obligation to pay the aforementioned amount is expressly contingent on approval by the COUNTY’s Board of County Commissioners of the referenced budgeted amount.

3. Article IV REPORTING AND POLK HEALTHCARE PLAN REFERRALS Section 4.1 is amended and replaced as follows:

4.1 LVIM shall provide the COUNTY with the below Quarterly Reporting. Quarterly Reporting is due by the last calendar day of the month following the end of each quarter.

A. Executive Summary (Exhibit C)

B. VHCPP Report – LVIM will furnish to the COUNTY a copy of the VHCPP Report that LVIM provides to the Florida Department of Health. This report shall be provided annually and is due by July 31<sup>st</sup> of each year.

C. Summary of Services – LVIM will use the county-wide, COUNTY provided electronic shared data information system to determine and record client eligibility, track program data, and services. From the data entered into the shared data information system by the tenth (10<sup>th</sup>) of the following month of each quarter, a Community Partner Quarterly Report (CPQR) will be generated by the shared data information system for review and signature to signify agreement with the data reported.

4. Article VIII GENERAL PROVISIONS is amended to add the following sections:

8.7 No Coercion for Labor or Services. Concurrently with its execution of this Second Amendment, LVIM has executed an affidavit (Exhibit F) which has been signed by an officer or representative of LVIM under penalty of perjury attesting that LVIM does not use coercion for labor or services as those terms are defined in Florida Statutes, § 787.06, as that statute may be subsequently revised or amended. Failure to provide the required affidavit is a material default of this Contract. LVIM shall provide the COUNTY the same type of affidavit upon any renewal or extension of the Contract as required by Section 787.06.

8.8 Foreign Country of Concern Attestation. Concurrently with its execution of this Second Amendment, LVIM has executed an affidavit (Exhibit G) which has been signed by an officer or representative of LVIM under penalty of perjury attesting that LVIM does not meet any of the criteria stated in Florida Statutes, § 287.138(2), as that statute may be subsequently revised or amended. Receipt of the required affidavit is a condition precedent to this Contract. LVIM shall provide the COUNTY the same type of affidavit upon any renewal or extension of the Contract as required by Section 287.138.

5. Exhibit A Scope of Services is attached to this Second Amendment for reference.

6. Exhibit B Performance Objectives is amended and replaced to the attached Exhibit B Performance Objectives of this Second Amendment.

7. Exhibit C Executive Summary is attached to this Second Amendment for reference.

8. Exhibit D Budget is amended and replaced to the attached Exhibit D Budget of this Second Amendment.

9. Exhibit E Invoice Sample is attached to this Second Amendment for reference.

10. Exhibit F No Coercion for Labor or Services Affidavit is incorporated in the Contract with the attached Exhibit F No Coercion for Labor or Services Affidavit of this Second Amendment.
11. Exhibit G Foreign Country of Concern Affidavit is incorporated in the Contract with the attached Exhibit G Foreign Country of Concern Affidavit of this Second Amendment.
12. Except as specifically set forth in this Second Amendment, all terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto duly execute this Second Amendment as of the Second Amendment Effective Date.

**LAKELAND VOLUNTEERS IN MEDICINE, INC.**  
 a Florida not-for-profit corporation

By:   
 Alice Koehler, MBA, President & CEO

Date: 02.26.26

**POLK COUNTY**, a political subdivision of the State of Florida

By: \_\_\_\_\_  
 Martha Santiago, Ed. D., Chair

Date: \_\_\_\_\_

ATTEST: Stacy M. Butterfield, Clerk

By: \_\_\_\_\_  
 Deputy Clerk

Approved as to form and legal sufficiency:

By: \_\_\_\_\_  
 County Attorney's Office

  
 Witness

  
 Witness

## SCOPE OF SERVICES

LVIM will provide primary care, specialty care, screening services, dental services and behavioral health services for persons residing in Polk County whose income does not exceed 200% of the Federal Poverty Level and who are uninsured and are not covered by any other form of insurance. LVIM will coordinate a volunteer provider network to provide services. Recruited health care providers will have an active license from the appropriate licensing agency of the State of Florida to provide health and wellness related services. LVIM will also provide or arrange for the provision of ancillary and diagnostic services to include, but not be limited to, radiology, laboratory testing, and pharmacy services.

LVIM will refer patients to the Polk HealthCare Plan who are potentially eligible and are interested in the Plan.

### SCREENING

LVIM will provide screening services including but not limited to:

- **Tobacco Screening** – All patients will be screened for tobacco use and provide cessation advice.
- **Lung Cancer** – The USPSTF recommends annual screening for lung cancer with low-dose computed tomography (LDCT) in adults aged 55 to 80 years who have a 30 pack-year smoking history and currently smoke or have quit within the past 15 years.

Patients with suspicious nodules on CT scans of the lung will be followed up. Depending on the size and characteristics of the nodule, further evaluation may include repeated scanning to assess for growth of the nodule, PET scanning available at Watson Clinic, or biopsy. Patients with positive biopsies or highly suspicious PET scans will be referred to Moffitt Cancer Center.

- **Colon Cancer** – For colon cancer, consistent with USPSTF guidelines, patients will be screened annually with an immune fecal occult blood test (iFOBT). Those patients who test positive for blood will be followed up with a colonoscopy to complete their screening and detect polyps or colon cancers. LVIM will only provide colonoscopies on patients with positive fecal occult blood tests, not as the initial screening test. For cost reasons, LVIM is unable to screen all patients with a colonoscopy as the first step.

Patients who have colon cancer on pathology done on tissue obtained on colonoscopy will be referred to Moffitt Cancer Center, who provide comprehensive cancer services at no charge including surgery, radiation, and chemotherapy for LVIM patients.

- **Hepatitis C** – Per recommendations, adult patients 18 years and older, and persons at high risk for infection will receive a one-time screening. Patients who test positive with a HepC antibody test will also receive screening for HCV RNA, HCV FIBROSURE, and HEP C GENOTYPE. Follow up will consist of measuring a Hepatitis C RNA viral load at one month and after one year following initiation of a 12-week treatment course.

### DENTAL

LVIM will maintain a Dentist, a Dental Office Manager, Dental Hygienist and a Chair-side Dental Assistant to work a minimum of four days per week. Procedures and referrals will be documented in clinical records after each patient visit.

The comprehensive dental services to be provided will include:

- |                                                       |                                                                        |
|-------------------------------------------------------|------------------------------------------------------------------------|
| • Initial dental assessment and pain relief if needed | • Extractions                                                          |
| • Development of a Treatment Plan                     | • Repair broken teeth and buildups                                     |
| • Cleanings and oral hygiene education                | • Referrals to endodontists, periodontists and oral surgeons as needed |
| • Diagnostic X-rays                                   | • Dentures                                                             |
| • Fillings                                            |                                                                        |

## **BEHAVIORAL HEALTH**

LVIM will provide behavioral health services. Services may include, but are not limited to, Assessments, Case Management, Treatment Plan, and Individual, Group and Family Therapy.

- **Assessment** – Provided by Bachelor level care coordinator(s) and/or Master’s level therapists. Prior to the development of a treatment plan, the practitioners will complete and provide to the client an assessment of mental health status, substance use concerns, functional capacity, strengths, and service. The purpose of the assessment is to gather information to be used in the formulation of a diagnosis and development of a plan of care including discharge criteria. Assessments will include a minimum of a Biopsychosocial, FARS, or substance abuse assessment tool and any other assessment relevant to the clients’ treatment. Once information is gathered and treatment services and goals are determined, a treatment plan may be developed with objectives and goals for success. Subsequently, ongoing assessment and evaluation of treatment will occur.
- **Case Management Services** – Case Management Services consist of activities aimed at: 1) identifying client behavioral health needs; 2) planning behavioral health services for and with the client; 3) linking the client to other components in the overall service system; 4) coordinating with the various service providers and components to assure the client has in place the services needed to maintain their individual behavioral/medical health status while assisting the client with ancillary services needed for full stability; 5) monitoring of the client activities and services related to same; and 6) evaluating the effect of the service received by the client.

All activities of a case management nature are documented as to the length of time, date signature of the provider/counselor/case manager and a detail description of the services provided, within the outpatient client file. Overall case management services have proven to be the glue to maintaining the client in his/her community.

- **Treatment Plan** – Provided by Master’s level therapist. Treatment plans are strength-based and collaborative, and they aim to reflect the best interests of the person in therapy and outline a team approach toward problem-solving and empowerment.
- **Individual, Group and Family Therapy** – Provided by Master’s level or higher therapists. Individual, group and family therapy includes the provision of insight-oriented, cognitive behavioral or supportive therapy interventions to an individual recipient or a recipient’s family. Individual and family therapy may involve the recipient, the recipient’s family without the recipient present, or a combination of therapy with the recipient and the recipient’s family. The focus or primary beneficiary of individual and family therapy services must always be the recipient. Therapy will be provided in conjunction with assessment information, the development of a Master Treatment Plan, and ongoing Treatment Plan Reviews.

**PERFORMANCE OBJECTIVES**

LVIM will meet the minimum objectives:

- Provide Services to 1,000 Qualified Residents
- Residents served may receive a specific service or a combination of primary care, specialty care, dental, behavioral health, and screening services. Of the total number of residents served, at a minimum:
  - 500 will receive dental services
  - 250 will receive behavioral health services
  - 250 will receive medical screening services (example: Colon Cancer Screening, Hepatitis C Screening, Lung Cancer Screening)

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Partner Name

Period of Report From \_\_\_\_\_ to \_\_\_\_\_

Please answer the below questions based on your organizations activity during the quarter reported.

**I. Services Provided**

Have you been able to offer new specialty services?  Yes  No

Comments: \_\_\_\_\_

Did you stop or have an interruption offering any services?  Yes  No

Reason: \_\_\_\_\_

Have you started a new health program?  Yes  No

Comments: \_\_\_\_\_

Do you see a need in the population served for a specific service you do not currently provide?  Yes  No

Comments: \_\_\_\_\_

**II. Service Hours / Days**

List days and hours clinic is open to the public: \_\_\_\_\_

Comments: \_\_\_\_\_

**III. Personnel**

Have you had a change in staffing of key personnel?  Yes  No

Comments: \_\_\_\_\_

**IV. Funding**

Federal Funding: \_\_\_\_\_

State Funding: \_\_\_\_\_

County Funding (other than IHC funding): \_\_\_\_\_

Municipal Funding: \_\_\_\_\_

Private Funding: \_\_\_\_\_

Donations: (monies, pharmaceuticals, eyeglasses, labs, x-rays, equipment, etc.) \_\_\_\_\_

Fund Raisers\Events Earnings: \_\_\_\_\_

Total Additional Funding:

Are you actively applying for other grants?  Yes  No

Are you actively planning/organizing any fund raising events?  Yes  No

**V. Additional Comments**

\_\_\_\_\_  
\_\_\_\_\_

**BUDGET**  
**BUDGET FORM**

Lakeland Volunteers in Medicine  
 600 West Peachtree Street  
 Lakeland, FL 33815

**To:** Polk Co., a political subdivision of the State of Florida

Community Health Care  
 2135 Marshall Edwards Drive  
 Bartow FL, 33805

Contract #

Budget Line Item Category	Positions	Budget	
		Oct'25-	Sept'26
Administrative Staff Salaries	7	\$175,949.00	
Medical/Behavioral Health Staff Salaries	11	\$382,676.00	
Dental Staff Salaries	4	\$276,378.00	
Fringe and Benefits All Combined		\$124,982.00	
<b>Sub-Total: Personnel</b>		<b>\$959,985.00</b>	
Medical Supplies, Medications, Medical Equipment (less than 5,000 single purchase)		\$45,000.00	
Dental Supplies, Medications, Dental Equipment (less than 5,000 single purchase)		\$35,000.00	
Medical-Subcontractor Fees (i.e. Procedures, screenings, labs, X-Rays, other medical diagnostics)		\$256,619.00	
Dental-Subcontractor Fees (i.e. dentures, surgeries)		\$83,637.00	
<b>Sub-Total: Direct/Sub-Contracted Health Care Services for Patients</b>		<b>\$420,256.00</b>	
Professional Services Fees (i.e. Accounting, legal, auditing, payroll fees, temporary labor)		\$0.00	
Maintenance/Repairs of Building/Grounds		\$0.00	
Maintenance/Lease of Office Equipment (i.e. copiers, printers lease or fees)		\$0.00	
Maintenance/Purchase of Data Software (i.e. Microsoft, EMR, Server cloud)		\$30,000.00	
Insurance/License (i.e. property, auto, workers comp, medical licensing)		\$0.00	
Dues/Membership (i.e professional association dues, general subscriptions)		\$0.00	
Communication (i.e. telephone, internet, fax, cable)		\$9,000.00	
Utilities (water, electric, gas, sewer, trash collection, recycling)		\$17,300.00	
Rentals/Leases (building, land, for admin offices)		\$0.00	
Maintenance/Repairs (of office space less than \$1,000 single purchase)		\$0.00	
Office Supplies (general office supplies less than \$1,000 single purchase)		\$0.00	
General Office Furniture/Equipment (less than \$1,000 single purchase)		\$0.00	
General Office Contractual Services (i.e. Biomedical waste, laundry, shredding, etc.)		\$2,100.00	
Conferences, Training, Professional Development (travel/lodging excluded)		\$0.00	
Other		\$0.00	
<b>Sub-Total: General Operating</b>		<b>\$58,400.00</b>	
Equipment (=> 1,000) * Authorization from the County Required		\$0.00	
<b>Sub-Total: Capital Expenses</b>		<b>\$0.00</b>	
<b>Grand Total:</b>			<b>\$1,438,641.00</b>

**Any revisions to the budget line item categories must be submitted in writing to Community Health Care, Fiscal Services, 2135 Marshall Edwards Drive, Bartow FL 33830 or scanned signed copy via email to [hhsfiscal@polkfl.gov](mailto:hhsfiscal@polkfl.gov)**

**Any Purchase of a single item over \$1,000 requires prior approval from Polk County.**

BUDGET

Administrative Personnel

The below is a summary of the detailed breakdown submitted and approved for budget planning purposes.

Position Title	General Job Description	Annual Gross Salary	% of the salary this contract will pay for	Admin	Requested for this contract with Indigent Health Care Funds	Other Funding Sources	Fringe & Benefits			% of the Fringe/Benefits this contract will pay for	Total Fringe/Benefits Requested for this contract with IHC Funds
							FICA	Pensions/Retirement	Health/ Dental		
CEO & President	Maintains general supervision over all work of the Corporation and its employees and is responsible for all books and records.	129,002.00	28.75%	\$37,090.00	\$37,090.00	\$ 91,912.00	\$ 9,868.65	\$ 3,870.06	\$ 17,010.28	12.87%	\$ 3,957.00
Director of Grants & Finance	Manages B0CC IHC grant reporting and invoicing.	86,258.00	48.86%	\$42,147.00	\$42,147.00	\$ 44,111.00	\$ 6,598.74	\$ 2,587.74	\$ 1,741.52	29.51%	\$ 3,225.00
Director of Volunteer Services	Recruits, interviews, and hires all volunteers; and oversees training and scheduling of volunteer workers, resolves volunteer HR issues	68,245.00	33.46%	\$22,833.00	\$22,833.00	\$ 45,412.00	\$ 5,220.74	\$ 2,047.35	\$ 9,219.49	20.68%	\$ 3,410.00
Front Office Coordinator	Coordinates entire front office operations. Oversees all volunteer patient schedulers, greeters/check-in, escorts, and receptionists. Maintains office supply inventory. Manages Florida Shots, sends/requests patient medical records, manages LVIM fax system.	48,006.40	63.11%	\$30,295.00	\$30,295.00	\$ 17,711.40	\$ 3,672.49		\$ 402.40	36.32%	\$ 1,480.00
Patient Enrollment Coordinator	Oversees patient enrollment by supervising patient enrollment volunteers, managing the LVIM Patient Enrollment Portal, coordinating patient recruitment events throughout Polk County, and ensuring enrollment compliance in accordance with county, state, and federal requirements.	\$56,243.00	36.90%	\$20,752.00	\$20,752.00	\$35,491.00	\$ 4,302.59	\$ 1,687.29	\$ 16,119.85	17.19%	\$ 3,800.00
FamCare Clerk	FAMCARE Data entry.	\$16,546.00	100.00%	\$16,546.00	\$16,546.00	\$ -	\$ 1,265.77			99.94%	\$ 1,265.00
Operations Assistant	Fields patient complaints, assists with patient scheduling, sets volunteer schedule. As a State-trained eligibility screener, can assist in enrolling patients in LVIM's program	\$20,800.00	15.11%	\$3,143.00	\$3,143.00	\$ 17,657.00	\$ 1,591.20			15.08%	\$ 240.00
Operations Assistant	Fields patient complaints, assists with patient scheduling, sets volunteer schedule. As a State-trained eligibility screener, can assist in enrolling patients in LVIM's program	\$20,800.00	15.11%	\$3,143.00	\$3,143.00	\$ 17,657.00	\$ 1,591.20			15.08%	\$ 240.00
<b>Admin Personnel Salary, Fringe and Benefits:</b>		<b>\$445,900.40</b>	<b>39.46%</b>	<b>\$175,949.00</b>	<b>\$175,949.00</b>	<b>\$269,951.40</b>	<b>\$34,111.38</b>	<b>\$10,192.44</b>	<b>\$44,493.54</b>	<b>19.84%</b>	<b>\$17,617.00</b>

The forgoing budget is for staff salary and fringe and benefits for the period of October 1, 2025 through September 30, 2026. The COUNTY agrees to an annual cost of living increase based on the cost of living increase the COUNTY approves during the COUNTY's annual budget for COUNTY salary increases. Funding designated for staff salary and fringe and benefits is binding and revisions to the staffing budget is not permitted with the exception of the annual 4% increase.

BUDGET

Medical / Behavioral Health Personnel

The below is a summary of the detailed breakdown submitted and approved for budget planning purposes.

Position Title	General Job Description	Annual Gross Salary	% of the salary this contract will pay for	Requested for this contract with Indigent Health Care Funds	Other Funding Sources	Fringe & Benefits				Total Fringe/Benefits Requested for this contract with IHC Funds
						FICA	Pensions/Retirement	Health/Dental	% of the Fringe/Benefits this contract will pay for	
APRN	Conducts patient appointments; writes Rx; orders procedures	\$114,005.00	48.73%	\$ 55,560.00	\$58,445.00	\$ 8,721.38	\$ 3,420.15	\$ 10,087.11	22.31%	\$ 4,960.00
APRN	Conducts patient appointments; writes Rx; orders procedures	\$85,009.60	63.89%	\$ 54,310.00	\$30,699.60	\$ 6,503.23	\$ 2,550.29	\$ 1,896.49	52.83%	\$ 5,785.00
Behavioral Health Tech	The LVIM behavioral health technician will work in conjunction with the Director of Patient Services, mental health and primary care providers to implement a collaborative care model of healthcare delivery	\$47,507.20	99.43%	\$ 47,237.00	\$270.20	\$ 3,634.30	\$ 1,425.22	\$ 1,205.98	72.30%	\$ 4,530.00
Director of Patient Services	Meets with patients for referral services - diagnostics, mammograms, colonoscopies, surgeries, etc. and Prescription Assistance - working directly with pharmaceutical companies to ensure patients' prescriptions are filled.	\$79,997.00	50.21%	\$ 40,170.00	\$39,827.00	\$ 6,119.77	\$ 2,399.91	\$ 10,172.89	39.05%	\$ 7,300.00
Medical Director	Oversees medical operation and sees patients, reviews lab and other diagnostic results, consults with other physicians regarding specialty care	\$53,560.00	65.66%	\$ 35,170.00	\$18,390.00	\$ 4,097.34			63.21%	\$ 2,590.00
RN, Clinical Coordinator Supervisor	Conducts all nurse visits as defined in FAMCARE - Warfarin, Heparin, Vitamin B, COVID-19, vaccines administration, etc. Additionally works in the LVIM pharmacy and ensures smoking cessation medication and literature is available, as well as ifobt supplies.	\$73,590.40	42.66%	\$ 31,394.00	\$42,196.40	\$ 5,629.67	\$ 2,207.71	\$ 9,268.43	35.66%	\$ 6,100.00
Phlebotomist	Draws and collects blood samples from patients, verifies records, and prepares specimens for laboratory analysis. This is a part-time position.	\$54,080.00	52.27%	\$ 28,268.00	\$25,812.00	\$ 4,137.12	\$ 1,622.40	\$ 15,128.36	30.66%	\$ 6,405.00
Patient Care Coordinator	Helps to close gaps in patient care by coordinating services rendered outside of LVIM's facility. Tracks and documents the progress of patient referrals for medical services and acts as a liaison between the patient, LVIM, and outside partner agencies. Assists volunteers working in the Prescription Assistance Program with ordering, processing, and data entry.	\$45,760.00	99.74%	\$ 45,640.00	\$120.00	\$ 3,500.64	\$ 1,372.80	\$ 10,474.10	50.33%	\$ 7,725.00
Office Nurse		\$44,990.40	59.31%	\$ 26,684.00	\$18,306.40	\$ 3,441.77	\$ 1,349.71	\$ 8,990.49	44.80%	\$ 6,175.00
X-ray Tech	Responsible for conducting x-ray exams in house at LVIM. This is a part-time position.	\$28,280.00	42.65%	\$ 12,060.00	\$16,220.00	\$ 2,163.42			39.29%	\$ 850.00
Ultra Sound Tech	Conducts ultrasound exams in-house at LVIM. This is a part-time position.	\$10,920.00	56.62%	\$ 6,183.00	\$ 4,737.00	\$ 835.38			45.49%	\$ 380.00
<b>Medical Personnel Salary, Fringe and Benefits:</b>		<b>\$637,699.60</b>	<b>60.01%</b>	<b>\$382,676.00</b>	<b>\$255,023.60</b>	<b>\$47,948.64</b>	<b>\$16,348.19</b>	<b>\$67,223.85</b>	<b>40.15%</b>	<b>\$52,800.00</b>

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BUDGET

Dental Personnel

The below is a summary of the detailed breakdown submitted and approved for budget planning purposes.

Position Title	General Job Description	Annual Gross Salary	% of the salary this contract will pay for	Requested for this contract with Indigent Health Care Funds	Other Funding Sources	Fringe & Benefits				Total Fringe/Benefits Requested for this contract with IHC Funds
						FICA	Pensions/Retirement	Health/Dental	% of the Fringe/Benefits this contract will pay for	
Dentist	Provides safe, quality, and fair oral healthcare to every patient. Examines and treats diseases and injuries of teeth and gums, performs preventative and maintenance dentistry, educates patients in proper tooth and gum care, and recommends braces or surgery to correct any malformations.	\$129,854.00	94.120%	\$ 122,225.00	\$7,629.00	\$ 9,933.83	\$ 3,895.62	\$ 10,180.52	92.69%	\$ 22,255.00
Dental Hygienist	Provides safe, quality, and fair oral healthcare to every patient: major role is in the provision of oral health education and the prevention of oral disease by promoting healthy oral behaviors; and primary task is in prevention and non-surgical treatment of periodontal diseases.	\$67,537.60	94.560%	\$ 63,866.00	\$3,671.60	\$ 5,166.63	\$ 2,026.13	\$ 7,251.71	96.58%	\$ 13,950.00
Dental Assistant / Office Manager	Exposes and develops dental radiographs and Maintains Dental Department equipment in accordance with manufacturer's directions and Dental Department policy and protocol. Assists the dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed. Schedules patients; ensures follow-ups. Coordinates dental referral services, especially for dentures.	\$50,897.60	94.920%	\$ 48,313.00	\$2,584.60	\$ 3,893.67	\$ 1,526.93	\$ 9,028.81	96.54%	\$ 13,950.00
Dental Assistant	Supports dental care delivery by preparing treatment room, patient, instruments, and materials. Provides diagnostic information by exposing and developing radiographic studies and pouring, trimming, and polishing study casts. Educates patients by giving oral hygiene, plaque control, and postoperative instructions; and documents dental care services by charting in patient records.	\$44,137.60	95.100%	\$ 41,974.00	\$2,163.60	\$ 3,376.53		\$ 1,214.20	96.06%	\$ 4,410.00
<b>Dental Personnel Salary, Fringe and Benefits:</b>		<b>\$292,426.80</b>	<b>94.51%</b>	<b>\$ 276,378.00</b>	<b>\$ 16,048.80</b>	<b>\$ 22,370.65</b>	<b>\$ 7,448.68</b>	<b>\$ 27,675.24</b>	<b>94.90%</b>	<b>\$ 54,565.00</b>

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**INVOICE SAMPLE**



Lakeland Volunteers in Medicine, Inc.  
600 West Peachtree Street  
Lakeland, FL 33815

Date: #####  
Invoice #: [100]  
Service Period: [00-00-00 to 99-99-99]  
Contract Number: 23-012-IHC

To: Polk County, a political subdivision of the State of Florida  
Community Health Care  
2135 Marshall Edwards Drive  
Bartow FL, 33830

Category	Description	Budget	Previously Invoiced	Current Invoice	YTD Total	Balance
	Administrative Staff Salaries	\$ 175,949.00			\$ -	\$ 175,949.00
	Medical/Behavioral Health Staff Salaries	\$ 382,676.00			\$ -	\$ 382,676.00
	Dental Staff Salaries	\$ 276,378.00			\$ -	\$ 276,378.00
	Fringe and Benefits All Combined	\$ 124,982.00			\$ -	\$ 124,982.00
<b>Personnel Total:</b>		<b>\$ 959,985.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 959,985.00</b>
	Medical supplies, medications, medical equipment (less than 5,000 single purchase)	\$ 45,000.00			\$ -	\$ 45,000.00
	Dental Supplies, medications, dental equipment (less than 5,000 single purchase)	\$ 35,000.00			\$ -	\$ 35,000.00
	Medical-Subcontractor Fees (i.e. Procedures, screenings, labs, X-Rays, other medical diagnostics)	\$ 256,619.00			\$ -	\$ 256,619.00
	Dental-Subcontractor Fees (i.e. dentures, surgeries)	\$ 83,637.00			\$ -	\$ 83,637.00
<b>Direct/Sub-Contracted</b>	<b>Health Care Services for Patients Total:</b>	<b>\$ 420,256.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420,256.00</b>
	Professional Services Fees (i.e. Accounting, legal, auditing, payroll fees, temporary labor)	\$ -			\$ -	\$ -
	Maintenance/Repairs of Building/Grounds	\$ -	\$ -		\$ -	\$ -
	Maintenance/Lease of Office Equipment (i.e. copiers, printers lease or fees)	\$ -			\$ -	\$ -
	Maintenance/Purchase of Data Software (i.e. Microsoft, EMR, Server cloud)	\$ 30,000.00	\$ -		\$ -	\$ 30,000.00
	Insurance/License (i.e. property, auto, workers comp, medical licensing)	\$ -			\$ -	\$ -
	Dues/Membership (i.e professional association dues, general subscriptions)	\$ -	\$ -		\$ -	\$ -
	Communication (i.e. telephone, internet, fax, cable)	\$ 9,000.00			\$ -	\$ 9,000.00
	Utilities (water, electric, gas, sewer, trash collection, recycling)	\$ 17,300.00			\$ -	\$ 17,300.00
	Rentals/Leases (building, land, for admin offices)	\$ -	\$ -		\$ -	\$ -
	Maintenance/Repairs (of office space less than \$1,000 single purchase)	\$ -	\$ -		\$ -	\$ -
	Office Supplies (general office supplies less than \$1,000 single purchase)	\$ -			\$ -	\$ -
	General Office Furniture/Equipment (less than \$1,000 single purchase)	\$ -	\$ -		\$ -	\$ -
	General Office Contractual Services (i.e. Biomedical waste, laundry, shredding, etc.)	\$ 2,100.00	\$ -		\$ -	\$ 2,100.00
	Conferences, Training, Professional Development (travel/ lodging excluded)	\$ -	\$ -		\$ -	\$ -
	Other	\$ -			\$ -	\$ -
<b>Operational Total:</b>		<b>\$ 58,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 58,400.00</b>
<b>Grand Total:</b>		<b>\$ 1,438,641.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,438,641.00</b>

I certify the above to be accurate and in agreement with this agency's record and with the terms of this agreement. Additionally, I certify that any reports accompanying this invoice are true and correct reflection of this period's activities, as stipulated by this agreement.

\_\_\_\_\_  
Authorized Name  
(Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**NO COERCION FOR LABOR OR SERVICES AFFIDAVIT**

In compliance with Section 787.06(13), Florida Statutes, this attestation must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with Polk County, a political subdivision of the State of Florida.

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.
2. I currently serve as an officer or representative of the Nongovernmental Entity.
3. The Nongovernmental Entity does **not** use coercion for labor or services, as those underlined terms are defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525, Fla. Stat. and Section 787.06, Fla. Stat. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I Alice V. Koehler, President & CEO (Signatory Name and Title), declare that I have read the foregoing Affidavit Regarding the Use of Coercion for Labor and Services and that the facts stated in it are true.

Further Affiant sayeth naught.

Lakeland Volunteers in Medicine

**NONGOVERNMENTAL ENTITY**

Alice V. Koehler

**SIGNATURE**

Alice V. Koehler

**PRINT NAME**

President & CEO

**TITLE**

02.26.26

**DATE**

FOREIGN COUNTRY OF CONCERN AFFIDAVIT  
(PUR 1355)

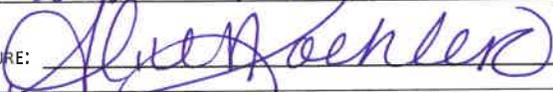
This form must be completed by an officer or representative of an entity submitting a bid, proposal, or reply to, or entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have the definitions ascribed in Rule 60A-1.020, F.A.C.

Lakeland Volunteers in Medicine (Name of Entity) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

PRINTED NAME: Alice V. Koehler

TITLE: President & CEO

SIGNATURE: 

DATE: 02.26.24