

**POLK COUNTY
CONTRACT FOR SERVICES
CONTRACT # 23-003-IHC**

This Contract for Services ("Contract") is made effective from **October 1, 2023** ("Effective Date") to **September 30, 2026** by and between **We Care of Central Florida, Inc.**, a Florida not-for-profit corporation ("WE CARE"), and Polk County, a political subdivision of the State of Florida ("COUNTY"), (WE CARE 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 services to qualified Polk County residents at or below 200% of the Federal Poverty Level ("FPL"); and

WHEREAS, WE CARE will provide referral management and assist in securing free health care services.

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

**ARTICLE I
SERVICE DELIVERY**

- 1.1 The recitals stated above are true, correct, and incorporated into this Contract.
- 1.2 WE CARE shall undertake and perform all tasks and services ("Services") of the applicable treatment programs identified in the Scope of Services attached to this Contract as Exhibit A and incorporated herein by reference, for those patients verified as qualified Polk County residents that are at or below 200% of the FPL guidelines.
- 1.3 The Scope of Services shall not be altered without prior written approval from the COUNTY.
- 1.4 Funding provided by the Contract shall be used only to treat Qualified Residents of Polk County, as defined in section 212.055(7) Florida Statutes and Polk County Ordinance 2015-76, as amended. Further eligibility requirements are stated in Exhibit A.

**ARTICLE II
FUNDING**

- 2.1 In consideration for WE CARE providing Services to Qualified Residents, the COUNTY will annually pay WE CARE a total amount not to exceed Five Hundred Ninety-Seven Thousand Four Hundred Twenty and no/100 Dollars (\$597,420) as described in the attached Exhibit C ("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.
- 2.2 WE CARE agrees to return to the COUNTY any overpayments of funds disallowed pursuant to the terms and conditions of the Contract. In the event that the Parties or their independent auditors discover that an overpayment has been made, the overpayment shall be repaid immediately without prior notification from the COUNTY. In the event that the COUNTY first discovers an overpayment has been made, the COUNTY will notify WE CARE of such findings.
- 2.3 WE CARE will make all efforts to acquire federal funding and any available state or local funding for its facility and operation in addition to that received by COUNTY.

ARTICLE III
PROCEDURES FOR INVOICING AND PAYMENT

- 3.1 WE CARE shall deliver, or cause to be delivered to the COUNTY, a quarterly invoice for Services rendered by utilizing an invoice on WE CARE letterhead in form and content, similar to the form found in the attached Exhibit D. Invoices will be submitted by the last calendar day of the month following the end of the quarter which is the subject of the report.
- A. The COUNTY may, at its discretion, inspect any documents, records, and files retained by WE CARE to verify accuracy of all submitted invoices and reports.
- 3.2 Upon receiving the invoices and supporting documentation, the COUNTY shall review such invoices and supporting documentation to determine whether the invoiced items are proper for payment. The COUNTY will pay WE CARE for Services on a quarterly basis based upon approved invoices.

ARTICLE IV
REPORTING AND POLK HEALTHCARE PLAN REFERRALS

- 4.1 WE CARE shall deliver the following, fully completed Quarterly Reports to the COUNTY. All Quarterly Reports are due by the last calendar day of the month following the end of each quarter.
- A. Performance Objectives (Exhibit B)
- B. Volunteer Health Care Provider Program (VHCPP) Quarterly Report – Form that WE CARE provides to the Florida Department of Health with quarterly values
- C. Summary of Services – WE CARE 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 (10th) of the following month of each quarter, a Community Partner Quarterly Summary of Services Report (CPQR) will be generated by the shared data information system for review and signature to signify agreement with the data reported.
- 4.2 Polk HealthCare Plan Membership Referrals.
- A. WE CARE shall request and obtain information from each individual who seeks Services from WE CARE sufficient for WE CARE to determine whether the individual could qualify for membership in the Polk HealthCare Plan. For purposes of making the determination, WE CARE shall assume the information an individual provides is accurate and true. If WE CARE determines an individual could qualify for Polk HealthCare Plan membership, then WE CARE shall electronically refer the individual to the COUNTY via the shared data information system.
- B. WE CARE acknowledges its referral of potentially qualified individuals to the Polk HealthCare Plan is an integral part of the Contract consideration it provides the COUNTY.
- 4.3 WE CARE shall provide the COUNTY with additional relevant information relating to the Services and/or program, upon request, as needed. To the extent possible, the COUNTY will specify what additional information it may need from WE CARE at least ten (10) days before the date the COUNTY must receive the requested information. COUNTY will provide WE CARE with information relevant to support and coordination for the Electronic Eligibility System upon request, as needed.
- 4.4 WE CARE shall submit to the COUNTY an annual financial report and copies of any audits performed for its applicable fiscal year within thirty (30) calendar days after the date the applicable report or audit is issued.
- 4.5 If WE CARE is unable to submit any required reporting by its due date, WE CARE shall notify the COUNTY in writing prior to the due date. The COUNTY may withhold payment in accordance with ARTICLE XV of this Contract until all required reporting has been submitted to the COUNTY by WE CARE.

- 4.6 Reporting will be monitored for correct and timely submission as well as referrals to the Polk HealthCare Plan as part of the evaluation and monitoring process described in Article V below. If WE CARE would materially fail to comply with its Contract obligations, the COUNTY may seek the remedies stated in Article XV of this Contract.

ARTICLE V
EVALUATION AND MONITORING

- 5.1 WE CARE agrees that the COUNTY will monitor and evaluate WE CARE's performance of its Contract activities as determined necessary by the COUNTY to include without limitation WE CARE's Article IV reporting and referral obligations. The continuation of the Contract is contingent upon the evaluations substantiating WE CARE is satisfactorily performing all its Contract obligations. Such monitoring and evaluation shall be based on the terms of this Contract and outcome measures. WE CARE agrees to furnish upon request to the COUNTY or its designees, and make copies and/or transcriptions of such records and information as determined necessary by the COUNTY for purposes of monitoring and evaluation under this Contract and shall submit to the COUNTY any information and status reports required by the COUNTY on forms approved by the COUNTY.
- 5.2 The COUNTY and WE CARE hereby mutually agree to outcomes and performance objectives described in the attached Exhibit B. WE CARE will furnish to the COUNTY the data that will be used to evaluate the effectiveness of the Services funded under this Contract.
- 5.3 WE CARE gives the COUNTY, through any authorized representative, access to and the right to inspect, examine, copy and audit all records, books, papers, or documents relating to the Services provided under the terms of this Contract.

ARTICLE VI
FINANCIAL RESPONSIBILITY

- 6.1 WE CARE shall maintain books, records and documents in accordance with generally accepted accounting procedures and practices which shall sufficiently and properly reflect all expenditures of funds provided under this Contract and in accordance with Florida's Public Records Act.
- 6.2 WE CARE shall also provide for audit purposes (upon request) all files, records and documents pertaining to all Service delivery related activities.
- 6.3 Any funds expended in violation of this Contract shall be refunded in full by WE CARE to COUNTY from non-federal and non-state resources.

ARTICLE VII
ASSURANCES

- 7.1 WE CARE shall comply with the following assurances:
- A. WE CARE agrees to comply with all applicable Federal, State, and County constitutions laws, ordinances, codes and regulations including, without limitation, Section 766.1115, Florida Statutes. The Bylaws and Policies and Procedures, and Articles of Incorporation of WE CARE shall also regulate the program operation of WE CARE. Any conflict or inconsistency between the Federal, State or County guidelines and regulations, WE CARE's corporate governance documents, and this Contract shall be resolved in favor of the most restrictive regulations.
 - B. In accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which WE CARE receives Federal financial assistance.
 - C. WE CARE shall not exclude eligible residents from participation in any program on the grounds of race, color, national origin, sex, religion, handicap, or familial status.

- D. WE CARE shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties. Should such possible conflicts, real or apparent, arise, WE CARE shall disclose such situations to the COUNTY and the County Attorney's Office for review.
- E. In accordance with the Drug Free Workplace Act of 1988, WE CARE certifies that it has a policy designed to ensure that WE CARE's workplace is free from the illegal use, possession, or distribution of drugs or alcohol.
- F. WE CARE certifies compliance with Paragraph (2)(a) of Section 287.133 Florida Statutes, which provides that a "person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." WE CARE acknowledges that this Contract shall be void if it has violated the above-referenced statute. Additionally, WE CARE shall ensure compliance with the U.S. Department of Health Office of Inspector General Medicare/Medicaid fraud, waste, and abuse requirements.
- G. As a "Covered Entity," WE CARE warrants that it is in compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996, as amended ("HIPAA") and the provisions of the Privacy Rule, Security Rules adopted by the Department of Health and Human Services ("HHS"), the Health Information Technology for Economic and Clinical Health Act of 2009, as amended ("HITECH Act"), and the Florida Information Protection Act of 2014, as amended ("FIPA"). WE CARE further agrees that it shall restrict disclosure or usage of Protected Health Information ("PHI") it obtains or creates through its association with the COUNTY to the exclusive purposes established by this Contract.

ARTICLE VIII

GENERAL PROVISIONS

- 8.1 As applicable, WE CARE agrees to abide by the provision of Section 112.3135, Florida Statutes, pertaining to Restriction on Employment of Relatives, Chapter 119, Florida Statutes, pertaining to Public Records, and Section 286.011, Florida Statutes, pertaining to Public Business in their performance under this Contract.
- 8.2 Public Meetings and Records.
 - A. WE CARE acknowledges the COUNTY's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Contract. WE CARE further acknowledges that the constitutional and statutory provisions control over the terms of this Contract. In association with its performance pursuant to this Contract, WE CARE shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.
 - B. Without in any manner limiting the generality of the foregoing, to the extent applicable, WE CARE acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
 - 1. keep and maintain public records required by the COUNTY to perform the Services required under this Contract;
 - 2. upon request from the COUNTY's Custodian of Public Records or his/her designee, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within

a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

3. ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Contract and following completion of this Contract if WE CARE does not transfer the records to the COUNTY; and
4. upon completion of this Contract, transfer, at no cost, to the COUNTY all public records in possession of WE CARE or keep and maintain public records required by the COUNTY to perform the service. If WE CARE transfers all public records to the COUNTY upon completion of this Contract, WE CARE shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If WE CARE keeps and maintains public records upon completion of this Contract, WE CARE shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's Custodian of Public Records, in a format that is compatible with the information technology systems of the COUNTY.

C. IF WE CARE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO WE CARE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY
330 WEST CHURCH ST.
BARTOW, FL 33830
TELEPHONE: (863) 534-7527
EMAIL: RMLO@POLK-COUNTY.NET**

8.3 Employment Eligibility Verification (E-Verify)

- A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.
- B. Pursuant to Section 448.095 (5), Florida Statutes, the contractor hereto, and any subcontractor thereof must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Florida Statutes, is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.
- C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Florida Statutes, the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section

448.095, Florida Statutes, such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Florida Statutes, by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this section shall be construed to allow intentional discrimination of any class protected by law.

- 8.4 The entire Contract between the Parties and its corresponding referenced Exhibits are all set forth herein, attached hereto, and contained within this document; and the Parties agree that there are no other commitments, agreements, or understandings concerning the subject matter of this Contract that are not contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.
- 8.5 This document shall be executed in two (2) counterparts, each of which shall be deemed to be an original.
- 8.6 All notices required by this Contract shall be in writing.

ARTICLE IX **CONFLICT OF INTEREST**

- 9.1 No person who is an employee, agent, consultant, officer, or appointed official of WE CARE and who is in a position to participate in a decision making process or gain inside information with regard to activities relevant to the terms of this Contract, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or Contract with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

ARTICLE X **INDEMNIFICATION**

- 10.1 WE CARE shall indemnify and hold harmless the COUNTY, its agents, and employees, from all suits, actions, claims, demands, damages, losses, expenses, including attorney's fees, costs and judgments of every kind and description to which the COUNTY, its agents or employees may be subjected to by reason of injury to persons or death or property damage, resulting from or growing out of any action of commission, omission, negligence or fault of WE CARE or its qualified physicians committed in connection with this Contract, WE CARE's performance hereof or any work performed hereunder. WE CARE shall indemnify and hold harmless the COUNTY, its agent and employees, from all suits, actions, claims, demands, damages, losses, expenses, including attorney's fees, costs of judgments of every kind and description arising from, based upon or growing out of the violation of any Federal, State, County or City law, ordinance, or regulation by WE CARE or its agents and employees. Funds made available pursuant to this Contract shall not be used by WE CARE for the purpose of initiating or pursuing litigation against the COUNTY.
- 10.2 WE CARE agrees to continually provide insurance, at least to the extent described in ARTICLE XI below. Prior to the execution of the Contract, WE CARE shall furnish the COUNTY with written verification of the existence of such insurance coverage.

ARTICLE XI **INSURANCE**

- 11.1 WE CARE shall maintain at all times the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for, and maintain insurance for the coverages and amount of coverage not less than those set forth below:
 - A. Workers' Compensation – in compliance with State and Federal laws.

B. Comprehensive General Liability – \$1,000,000.00 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:

1. Premises and Operations; and
2. Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverages.

C. Independent Contractors (if applicable) – Delete Exclusion relative to Property Damage Hazards; Cross Liability Endorsement; and Contractual liability.

- 11.2 WE CARE shall provide the COUNTY a copy of the Certificate of Insurance to evidence such coverage prior to commencement of work under the terms of this Contract. Such Certificate of Insurance shall provide that there shall be no termination, non-renewal modification, or expiration of such coverage except with forty-five (45) calendar days prior written notice to the COUNTY.
- 11.3 The COUNTY shall be named as an additional insured on all policies related to the activities carried under the terms of this Contract, excluding Workers' Compensation. Waiver of subrogation applies in favor of the COUNTY with regard to General Liability and applicable Workers' Compensation coverages.
- 11.4 All insurance coverage shall be written with a firm having an A.M. Best Rating of at least the "A" category and size category of "VIII".
- 11.5 In the event of any failure by WE CARE to comply with the provisions of this ARTICLE XI, the COUNTY may, at its option, upon notice to WE CARE suspend the Contract for cause until there is full compliance. Alternatively, the COUNTY may purchase such insurance at WE CARE's expense, provided that the COUNTY shall have no obligation to do so. WE CARE shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.
- 11.6 WE CARE shall provide property insurance for all property in an amount satisfactory to the COUNTY. WE CARE shall require all its contractors to carry insurance and bond in an amount not less than funds awarded by WE CARE to its contractors.

ARTICLE XII **MODIFICATION**

- 12.1 The COUNTY may, at its discretion and upon provision of proper notice to WE CARE, amend this Contract to conform to changes in Federal, State, and/or COUNTY guidelines, regulations, directives, and objectives. Such amendments shall be incorporated by written amendment as a part of this Contract.
- 12.2 No modification to this Contract shall be binding on either party unless in writing and signed by both parties.

ARTICLE XIII **APPLICABLE LAWS AND COURTS**

- 13.1 The COUNTY and WE CARE agree the Contract and all Services and activities related thereto shall be governed and interpreted in all respects by the laws of the State of Florida. Venue for any action relating to the construction, interpretation, or enforcement of this Contract shall be the courts of the Tenth Judicial Circuit, Polk County, Florida.

ARTICLE XIV
NOTICES

- 14.1 The COUNTY and WE CARE agree that any notice, demand or communication required to be given hereunder shall be written, addressed and delivered to the party for whom it is intended at the following address:

WE CARE OF CENTRAL FLORIDA, INC.:

Heather Stephenson, Chief Executive Officer
We Care of Central Florida, Inc.
205 Farnol Street SW
Winter Haven, FL 33880
Tel 863-449-1931

COUNTY:

Paula McGhee, Provider Services Manager
Health and Human Services
Polk County, Board of County Commissioners
2135 Marshall Edwards Drive
Bartow, FL 33830-6757
Tel 863-519-2003

or to such other address as such party has specified by notice in writing to the other party. Notice shall be effective upon receipt or upon refusal to accept receipt. Notices must be (i) personally delivered; (ii) sent by recognized expedited delivery service; or (iii) mailed via registered or certified United States mail, postage prepaid with return receipt requested.

ARTICLE XV
SUSPENSION AND TERMINATION

- 15.1 Remedies for Non-compliance: If WE CARE materially defaults or otherwise fails to comply with any term of this Contract, any Federal, State, or local law, or any applicable County policy, then the COUNTY may take one (1) or more of the following actions as appropriate in the circumstances:
- A. Temporarily withhold cash payments pending WE CARE's correction of the default or other deficiency, or the COUNTY's election of final remedies available to it.
 - B. Disallow (that is to deny both use of funds and matching credit) for all or part of the cost of the Service, activity, or action not in compliance with required standards or conditions.
 - C. Wholly or partly suspend or terminate the Contract.
 - D. Withhold further funding under this Contract.
 - E. The COUNTY may withhold payment for all Services provided for under this Contract in the event that:
 - 1. Treatment is not being provided according to State guidelines and regulations;
 - 2. There is evidence of any unsafe or unethical conditions, which may place the health and safety of any client at risk;
 - 3. The assurances contained herein are determined by the COUNTY to be false; or
 - 4. The provisions of this Contract are not being adhered to.
 - F. Take other remedies that may be legally or equitably available.
- 15.2 Hearings Appeals: In taking an enforcement action listed in Section 15.1 or in any other provision of the Contract, the COUNTY will provide WE CARE an opportunity for any hearing, appeal, or other administrative proceeding which the COUNTY may be required to provide or which WE CARE is entitled to receive under any statute or regulation applicable to the particular action involved.
- 15.3 Efforts of Suspension and Termination: Costs resulting from obligations incurred by WE CARE in clearing a suspension after termination of any contract or award are not allowable unless the COUNTY expressly

authorizes payment of such costs. Other WE CARE costs incurred during suspension or after termination which are necessary and not reasonably avoidable are allowable if:

- A. The costs result from obligations which were properly incurred by WE CARE before the effective date of suspension or termination and not in anticipation of it or costs, in case of termination, which are non-cancelable; and
- B. The costs would be allowable if the award was not suspended or if said award expired normally at the end of the funding period in which the termination takes effect.

15.4 Termination for Convenience: At any time during the term of this Contract, this Contract may be terminated, in whole or in part, for any reason, with or without cause, by either party upon written notice given at least sixty (60) days in advance of the effective date of termination. In the case of a partial termination, if the COUNTY determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the COUNTY may terminate the award in its entirety.

15.5 Termination of Scrutinized Companies: This Contract may be terminated at the option of the COUNTY if WE CARE is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. In addition, this Contract may be terminated at the option of COUNTY if WE CARE is found to have submitted a false certification as provided under Section 287.135(5), Florida Statutes; has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria.

IN WITNESS WHEREOF the parties hereto duly execute this Contract as of the day and year first written above.

WE CARE OF CENTRAL FLORIDA, INC.,
a Florida not-for-profit corporation

BY: Heather Stephenson

Heather Stephenson, CEO

DATE: 8/19/23

[Signature]

WITNESS

[Signature]

WITNESS

POLK COUNTY, a political subdivision of the
State of Florida

BY: [Signature]

George M. Lindsey, III, Chairman

DATE: 8/22/23

ATTEST: Stacy M. Butterfield, Clerk

BY: [Signature]

Deputy Clerk

R.20

Approved as to form and legal sufficiency:

BY: [Signature]

County Attorney's Office



SCOPE OF SERVICES

We Care arranges volunteer specialty medical care, diagnostics, and vision and optical services for Polk County residents who are uninsured or underinsured and are living at or below 200% of the Federal Poverty Level (FPL) with a documented, significant/serious medical condition that cannot be managed or treated by a primary care physician.

Specialty care services to be provided:

- Referral and coordination of Specialty Care: coordinate and manage referrals made to volunteer specialty providers
- Diagnostics: mechanism used for the analysis or detection of a disease or condition
- Vision and Optical: eye exams, eyeglasses and other vision or optical services

In addition, We Care:

- Sustains a network of volunteer specialty health care providers
- Sustains a network of ancillary/diagnostic/lab providers to ensure that the patient is able to follow the physicians recommended treatment plan
- Sustains a network of vision and optical providers, with the provision of eyeglasses to ensure that the patient is able to follow the physicians recommended treatment plan
- Accepts referrals from any primary care provider and coordinates patient services with existing public/private agencies in order to make the best use of limited local resources
- Refers clients to the Polk HealthCare Plan

PERFORMANCE OBJECTIVES

We Care of Central Florida, Inc.
Performance Objectives
FY _____

Criteria	Goal	Quarter 1 Value	Quarter 2 Value	Quarter 3 Value	Quarter 4 Value	YTD Value
The number of unique clients that received referrals and coordination of specialty care.	1,350					
The number of secured specialty services (excluding vision and diagnostics)	625					
The number of diagnostics completed.	1,300					
The number of secured vision services.	600					
The number of clients that received eyeglasses.						
The average turn around on Specialty Care referrals. (from the date eligibility is determined)	< =45 business days					
The average turn around on Diagnostics referrals. (from the date eligibility is determined)	<= 45 business days					

BUDGET
BUDGET FORM

We Care of Central Florida, Inc.

205 Farnol St SW
Winter Haven, FL 33880

To: Florida
Indigent Health Care
2135 Marshall Edwards Drive
Bartow, FL 33830

Agreement # 23-003-IHC

Category	Description	FTEs	Oct'23-Sept'24	Oct'24-Sept'25	Oct'25-Sept'26	Annual
						In- Kind Match
	Clinical Staff Salaries					
	Administrative Staff Salaries	6.5	\$ 287,206.00	\$ 287,206.00	\$ 287,206.00	
	Fringe and Benefits	9.43%	\$ 29,920.00	\$ 29,920.00	\$ 29,920.00	
Personnel Total:			\$ 317,126.00	\$ 317,126.00	\$ 317,126.00	\$ -
	Direct Services to Patients (medical services/supplies, medications, etc.)					
	Staff Travel for Patient Services					
	Subcontractor Fees (Medical procedures, screenings, labs, X-Rays)		\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	
	Conference/Training		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Program Direct Services Total:			\$ 251,000.00	\$ 251,000.00	\$ 251,000.00	\$ -
	Professional Fees (Accounting, legal, auditing, payroll fees, temporary labor)		\$ 11,264.00	\$ 11,264.00	\$ 11,264.00	
	Insurance/License (Liability, auto, workers comp and professional licensing)		\$ 4,480.00	\$ 4,480.00	\$ 4,480.00	
	Dues /Membership (subscriptions)		\$ 550.00	\$ 550.00	\$ 550.00	
	Communication (telephone, internet, fax)		\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	
	Utilities (water, electric, gas, sewer)		\$ 3,300.00	\$ 3,300.00	\$ 3,300.00	
	Rentals/Leases (building, land, for admin offices)		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
	Maintenance/Repairs (of office space)		\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	
	Office Supplies (general office, computer and equipment <\$1,000)		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
	Other					
Operational Total:			\$ 29,294.00	\$ 29,294.00	\$ 29,294.00	\$ -
Grand Total:			\$ 597,420.00	\$ 597,420.00	\$ 597,420.00	\$ -

The foregoing budget and timeline are for planning purposes of the parties and are not binding. Any revisions to the budget must be submitted in writing to Indigent Health Care, Fiscal Services, 2135 Marshall Edwards Drive, Bartow, FL 33830 or scanned color copy via email to ihcfiscal@polk-county.net

Authorized Representative Name and Title (Print)

Authorized Representative Signature

Date

Agency's Full-Time Equivalent (FTE) =			Amount by Fund Source(s)					
Position Title	Hourly Rate	How many hours a week Polk County will pay for	Requested Polk County Funding (\$)	Other Fund Source 1	Other Fund Source 2	Other Fund Source 3	Total Program	
CEO	\$ 45.00	28	\$ 61,541.00	\$ 32,745.00			\$ 94,286.00	
Operations Director	\$ 32.00	40	\$ 67,105.00				\$ 67,105.00	
Patient Services Director	\$ 24.00	40	\$ 50,400.00				\$ 50,400.00	
Patient Intake/Eligibility	\$ 16.00	40	\$ 33,280.00				\$ 33,280.00	
Patient Intake/Eligibility	\$ 15.00	40	\$ 31,200.00				\$ 31,200.00	
Receptionist	\$ 14.00	40	\$ 29,120.00				\$ 29,120.00	
Project Coordinator	\$ 14.00	20	\$ 14,560.00				\$ 14,560.00	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
							\$ -	
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							\$ -	
Subtotal – Admin Personnel Salaries & Wages:			\$ 287,206.00	\$ 32,745.00	\$ -	\$ -	\$ 319,951.00	
Admin Personnel Benefits:								
	FICA	\$ 25,949.00					\$ 25,949.00	
	Pensions/Retirement						\$ -	
	Industrial Insurance						\$ -	
	Health/Dental	\$ 3,971.00	\$ 15,279.00				\$ 19,250.00	
	Unemployment Compensation						\$ -	
	Other Employee Benefits						\$ -	
Subtotal – Admin Personnel Benefits:			\$ 29,920.00	\$ 15,279.00	\$ -	\$ -	\$ 45,199.00	
Total Admin Personnel Costs (Salaries & Benefits):			\$ 317,126.00	\$ 48,024.00	\$ -	\$ -	\$ 365,150.00	

WE CARE FY 23-26

INVOICE SAMPLE



[Your Company Name]
[Street Address]
[City, ST ZIP Code]

Date: July 24, 2023
Invoice #: [100]
Service Period: [00-00-00 to 99-99-99]
Contract Number: [99-999-IHC]

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

Category	Description	Budget	Invoice	Invoice	Invoice	Invoice	YTD Total	Balance
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
	Clinical Staff Salaries	\$ -					\$ -	\$ -
	Administrative Staff Salaries	\$ -					\$ -	\$ -
	Fringe and Benefits	\$ -					\$ -	\$ -
Personnel Total:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Direct Services to Patients (medical services / supplies, medications, etc.)	\$ -					\$ -	\$ -
	Staff Travel for Patient Services	\$ -					\$ -	\$ -
	Subcontractor Fees (Medical procedures, screenings, labs, X Rays)	\$ -					\$ -	\$ -
	Conference/Training	\$ -					\$ -	\$ -
Program Direct Services Total:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Professional Fees (Accounting, legal, auditing, payroll fees, temporary labor)	\$ -					\$ -	\$ -
	Insurance/License (Liability, auto, workers comp and professional licensing)	\$ -					\$ -	\$ -
	Dues/Membership (subscriptions)	\$ -					\$ -	\$ -
	Communication (telephone, internet, fax)	\$ -					\$ -	\$ -
	Utilities (water, electric, gas, sewer)	\$ -					\$ -	\$ -
	Rentals/Leases (building, land, for admin offices)	\$ -					\$ -	\$ -
	Maintenance/Repairs (of office space)	\$ -					\$ -	\$ -
	Office Supplies (general office, computer and equipment <\$1,000)	\$ -					\$ -	\$ -
	Other:	\$ -					\$ -	\$ -
Operational Total:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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