1. **What entities should complete this MOU?**
   Any entity that has a contract with IDPH that meets one of the criteria outlined below must complete an MOU.

   IDPH service contracts which have been issued as a result of one of the following criteria will be available in SharePoint:
   1. Competitive selection processes i.e. Request for Proposal (RFP), Request for Bid (RFB) or Request for Application (RFA); or
   2. Iowa Code or Iowa Administrative Code i.e. PHS, Abandoned Wells, Childhood Lead, etc.; or
   3. Federal grant program requirements i.e. Breast & Cervical Cancer Early Diagnosis Program, Disaster Preparedness, etc.

2. **What about sole source contracts?**
   Contracts considered a sole source provider of services will not be available in SharePoint at this time. We will be exploring the possibility of adding sole source contracts within the next year.

3. **Who should sign this MOU?**
   The person or persons who can legally obligate/authorize the information contained in the MOU should sign it. Up to three (3) individuals can be specified in Section 6.Ba

4. **How many users is each agency/contractor allowed?**
   Each agency may have up to three (3) Legal & Financial users (Section 6.Ba), up to three (3) Financial Administrator users (Section 6.Bb) and up to five (5) additional Contract Users (Section 6.Bc) for a maximum total of eleven (11) users per agency/contractor.

5. **What if our agency requires more users?**
   It will be up to each agency to develop their own internal controls or procedures related to how this will be handled in regards to limiting the number of individual slots available on the MOU.

6. **Our agency requires more users for completing expenditure workbooks. How do we obtain more users?**
   Please see FAQ #5. Additionally, it is possible for Administrators (listed in sections 6.Ba and 6.Bb) to check out an expenditure workbook and save it on a local computer drive within your agency (or email to another individual) so any other individual may enter the expenditure information into it. The same Administrator would then review and certify the correctness and appropriateness of the expenditures by applying their “electronic signature” and check the expenditure workbook back into SharePoint.

7. **How do I obtain an electronic signature?**
   The digital signature may be an electronic copy of an individual’s signature or may be the name of the person authorizing the document or expenditure report typed into the document.
8. We also submit GAX forms for the Grants to Counties grant too, so this would be eliminated as well and we would have a separate folder for this billing too?

We will be uploading electronic expenditure workbooks for each of the contracts for your agency which meet the parameters of SharePoint participation (competitive selection, Iowa Administrative Code requirement for multiple contractors and federal funding requirements for multiple contractors. Any contract with an electronic expenditure report will not require a GAX. All the information required for reimbursement is included in the workbook.

Each contract will have its own “folder” which contains the appropriate electronic expenditure workbook as well as the associated contract documents and required reporting templates.

9. Will Competitive Selection documents (i.e. Request for Proposals, Request for Applications, Request for Bids, etc) be made available via SharePoint?

Competitive selection documents and the attachment forms to these documents will remain available on the IDPH Web page where anyone can download and work on these documents. Once the proposal/application is completed by the agency/contractor, it will then need to be uploaded into the designated SharePoint folder. It will have to be uploaded by one of the three authorized Administrator users since they will be authorized by the agency/contractor to legally obligate the agency.

10. The agency name contained in Section 1 Paragraph 4 is small, what if our agency/contractor name does not fit in this section?

The full agency/contractor name is listed in the title of the MOU, so agencies/contractors can abbreviate the name in subsequent sections if desired.

11. On the first page, 2nd paragraph – “The _____(herein referred to as the Agency) is a _____ organized under the laws of the state of Iowa,” I assume the first is the name of our agency. What is the second blank?

You would list the manner of the organization (i.e. governmental entity, non-profit corporation).

12. On page 2 we are unable to enter names at the top of the page and also under the first text box.

Leave this blank; it is an error in the template.

13. Section 4: Contract Administrators does not allow me to enter a name.

You are correct, there is no space. Please ignore this blank and just list the individuals in the boxes below the statement.

14. In Section 4, should the name listed be the named individual who is the Board Chair or just the name of the Board?

We do need the name of a specific person and not the Board listed.

15. With regard to sections 4 and 6, we would need to include all people who may be a service provider for the local Board of Health is this correct?

Section 4 is where you would list the contract administrator for this MOU only. This MOU covers the individual who can access the BOH site which includes all their contracts with IDPH. It is this person who
would need to sign a “modification’ form to change any of the individuals within sect 6 in the event they leave employment etc.

Section 6 is where you identify multiple individuals for each of the roles. You, as the project director for the LPHS contract, need to be listed in section 6, B since you will be signing this contract in SharePoint in the future in addition to the BOH chair.

16. If our Environmental Health is providing a service with the Board of Health as the contractor, would they need to be included in this MOU?
Yes, but they may not need the authority to execute and submit legal documents if they do not sign contracts in addition to the BOH chair. They may only need authority to execute and submit financial documents. Do they submit any progress reports in addition to their data associated with the expenditure reports? Progress reports are considered to be legal and contractual documents. The data required to be submitted with the expenditure report is now included in the financial expenditure workbook.

17. If the environmental health provides service under the Board of Supervisors as the contractor, they would have a separate MOU?
Yes, the BOS would need a separate MOU.

18. Do the individuals listed in Section 4 also need to be listed in Section 6.Ba?
Yes, the persons listed in Section 4 need to be listed in Section 6.B. Section B.a gives authority to sign legal and contract documents in addition to financial records, so you need to decide if the financial person needs that level or the authority for financial documents only (Section 6.Bb)

19. Is it possible to send out a more user friendly MOU form for counties to use?
No. A standard MOU has been sent to all of IDPH’s contractors.

20. Can you send the MOU as a Word document so we can complete electronically?
You need to fill in the blanks electronically using the Adobe Reader program. If you do not currently have this program, it is available as a free download from www.adobe.com. All contracts will be issued to you in the future using this same format.

21. The Board of Health is our governing entity. Who is supposed to sign the MOU?
The county and the Board of Health must both complete and sign separate MOUs.

22. I have received several questions from the county auditor about information received from ISAC and IDPH about SharePoint and why they also received this information.
We have a master list serve with over 900 email addresses from contract contacts. If the Auditor’s office has a contract with IDPH that meets one of the outlined criteria, then they would need to complete an MOU.

23. It would seem that it would be better to have MOUs for each program. Why is this not the case?
Section 4 pertains only to this contract/MOU. Section 6 is where SharePoint Authorities should be identified.
24. Do we need a separate MOU for each contract?
   No, separate MOUs are not required for each contract. A separate MOU is required for each contractor
to grant access to all the contracts issued to that contractor. For example, A MOU is required for the Co.
BOH in which authority is given to individuals responsible for signing (or co-signing) LBOH contracts i.e.
LPHS, Grants to counties, Cervical and breast cancer, etc.

   Another MOU is required for the Co. Public Health for those contracts issued directly to Public Health i.e.
Immunization, etc.

   Your agency needs to complete an MOU for access to any contract where your county Public Health is
listed as the contractor on the contract face page (i.e. Childhood Lead, First Five, Immunizations, etc).

25. We do flow through grants for the public health department which is not an entity within the county.
   We contract with our local hospital for home health services. Do they need to have an MOU signed by
their director? It is our understanding that each entity/department will need a MOU completed such
as: substance abuse and sanitarian. Is this something that needs to be approved by the board of
supervisors?
   If you are with a Board which receives funding from IDPH, the MOU is with your board; the local hospital
does not require a MOU to receive funding passed through you. However, the sanitarian and the project
director at the hospital who co-sign the contracts (i.e. LPHS and Grants to Counties) need to be listed in
Section 6B.a so they can continue their functions on behalf of the board.

26. Our LPHS contract is executed with our local board of health, with me as the contract director or
   administrator. In the past, all contracts and amendments have had to be signed by our Board of Health
Chairman. Will this have to be done electronically in SharePoint, and if so, where do we put his name
and contact information, and how does he actually sign anything?
   The MOU for the local Board of Health needs to be signed by the current chairperson (hard copy). In the
future all contracts with the board will be signed electronically in SharePoint so the chair person and you
as the administrator of these contracts need to list both of you in Section 6B.a. The board also probably
has environmental health contracts of which the sanitarian may be doing the billing. If this is the case, the
sanitarian should be identified in section 6B.b.

   Regarding the electronic signature of the chair, some ideas being offered include printing off the contract
and having it signed hard copy by the chair and then an Authorized User adds the chairs signature
electronically in SharePoint. You may want an authorizing statement in your files stating the chair gives
authority to apply his/her electronic signature to contractual documents when he/she has given written
approval. A couple of LPHA are considering having the chair drop by the office to apply his/her signature.

27. What is the purpose for the BOH to have a site in addition to the LPHA?
   The BOH is listed on some of our contracts as the contractor (with a project director). Other contracts are
issued directly to the Public Health Agency. Each of these is recognized in the state’s vendor system as
separate vendors.
In these cases, BOH will have their own contractor site within SharePoint. An MOU must be completed for each contractor site.

28. If the BOH has one site, for example, how am I supposed to bill for bio-emergency and the sanitarian bill for a grant he has through the BOH. A second question is, how will the check come? Will it have both of our amounts on one check?
   All payments will have a disbursement document posted in the “disbursement” folder on the SharePoint site which identifies the programs, date of service for the reimbursement and associated amount. If the payment is sent EFT, it will be deposited directly into the county account. If the payment is made through a paper warrant, it will be sent to the respective agency in accordance with the contract language (as it is currently).

29. Has a MOU been sent to BOH chairs yet for their individual site?
   We sent the notice to over 900 individuals but cannot guarantee all BOH chairs received it. We would appreciate it if you could assist them with their MOU.

30. Should we include subcontractor users?
   No, subcontractors cannot directly bill the IDPH for their services.

31. Should the business name be our W9 name?
   Yes, it should be your agency’s legal name.

32. In looking at our IDPH contracts, several state the BOH as the contractor (BT, Healthy Communities, Family Planning and LPHS) on the face page and others XX Agency (Immunization and MCH) as the contractor. Does that mean we need (2) separate MOU agreements? One for the BOH and one for XX Agency? And I noticed in the email that a site will be created for each contractor. Does that mean I will have to go into two, separate areas for our contracts?
   Yes, you will need two MOUs: one for the Board of Health and one for XX Agency. You will have only one user name and password, but we will send you a different URL for each of the sites.

33. When does the MOU need to be returned?
   We have requested the forms be returned by June 9th. However, there is no cut-off date and we will process each MOU as they arrive in the department.

34. When will authorized users receive their login information?
   Each person identified in the MOU as an Authorized User will receive their user name and URL for each site in SharePoint the week of June 21st via the US mail. An email will also be sent giving each individual their initial password.

35. I have not been involved in the SharePoint training sessions to date and have not received any information on the subject. Should I be involved?
   An informational Webinar was taped and will be available for viewing through the Quality Improvement link at [http://www.idph.state.ia.us/mphi/quality_improvement.asp](http://www.idph.state.ia.us/mphi/quality_improvement.asp). We encourage all interested persons to view the session and contact us with questions.
36. If my contract was not awarded after a competitive selection and I was not required to submit business organization information, do I need to file it in SharePoint?
Contractors will be requested to upload this information prior to January 1, 2011. IDPH staff will be reviewing the business organization information stored within the contractor’s SharePoint site at the time of reviewing a proposal submitted for a competitive selection process. It will be the responsibility of the contractor to verify the information is accurate and current within their site.

37. My understanding was that grant proposals were to be submitted on SharePoint and therefore, the grant writer would need to be named in the MOU. Please let me know if this is correct or not.
Proposals submitted for IDPH funding will be occurring in SharePoint within the next several months. The individuals specified in the MOU as authorized to legally obligate the agency and sign legal, contractual and financial documents are the individuals who may submit the grant proposals. It is the agency’s decision if they wish to specify their grant writer as one of these individuals.

38. I also understood that SharePoint is not for communication. How will communication take place if the person directly responsible for the grant program is not one of the persons named in the MOU?
Presently, especially in some of the grant programs there is almost daily communication between the IDPH program person and local program/grant individual that does not directly pertain to fiscal matters or progress reports, but eventually will.
SharePoint as a document library is not intended to provide a means for communication. The majority of IDPH staff will have “read only” access to the files which are pertinent to their program in SharePoint. The communication between a program person and the IDPH staff should continue in the same manner as current (i.e. email, telephone, etc).

39. It is clear that a “workflow” has to be initiated once the expenditure workbook is updated. My question was that if I am the one entering expenditure information in the workbook on a monthly basis, I can’t initiate the workflow to myself….so does that mean I have to send it to another contract administrator for approval each month? Or does it mean that I can fill out the workbook, sign it and initiate the workflow to the IDPH person.
If you are not specified as a “Contract Administrator” in your agency’s MOU, you will not be able to check out the workbook to enter the monthly expenditures.

It is possible for a Contract Administrators to check out an expenditure workbook and save it on a local computer drive within your agency so any other individual may enter the expenditure information into it. The same Contract Administrator would then review and certify the correctness and appropriateness of the expenditures by applying their “electronic signature” and check the expenditure workbook back into SharePoint. This process is more cumbersome than the Contact Administrator checking it out, modifying it and checking it immediately back in as demonstrated.

When you initiate a workflow once the completed workbook is checked back into SharePoint, the IDPH program person for the expenditure workbook will automatically be listed by default i.e. you initiate a workflow for the immunization workbook, it will automatically default and indicate Rose Anthony.