



**Office of the Health Officer**  
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Memo

To: Linda McDermott, Clerk

From: Jeffrey C. Grosser, MHS, HO - Health Officer

Date: April 28, 2014

Re: PSA – Health Education and Promotion Services

I have attached the Professional Services Agreement for Health Education and Promotion Services. This service provides public health education and promotion that address the strategies to improve health and quality of life for Princeton as required by N.J.A.C. 8:52-6.



**GMPHP** Greater Mercer  
Public Health  
*Partnership*

**RESOLUTION  
OF THE MAYOR AND COUNCIL  
OF PRINCETON**

**WHEREAS**, Princeton desires to enter into a professional services agreement in connection with certain activities as hereafter more particularly stated, and

**WHEREAS**, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of Princeton as follows:

The Mayor and Clerk are hereby authorized to enter into a contract for professional services with **Health Education Services, 35 Blue Ridge Road, Titusville, NJ 08560** (hereinafter referred to as "Provider") to provide consultant services for Princeton from **January 1, 2014 through December 31, 2014** as hereafter more particularly stated.

1. The contract so authorized shall require the Provider to provide professional **health** services and other related duties as cited in the proposal agreement (attached), for a total contract amount not to exceed **\$7,000.00**.

Under this Agreement, Provider shall at all times act as an independent professional contractor and shall have no authority to act as an agent or representative of the Princeton or to enter into any financial or other contractual commitment on behalf of the Princeton without the prior written approval of same granted in accordance with law.

Rendition of Invoices: Payment of fees will be made upon the submission to the Provider to the Princeton of invoices in duplicate in the form prescribed by the Princeton not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees are claimed for the services performed. The provider shall give written notice to Princeton when the Provider has billed eighty (80%) of the compensation set forth in paragraph I of the Agreement.

2. The form of contract shall include standard provisions common to professional service agreements entered into by the Princeton and shall be subject to approval by the Princeton Attorney.

3. The contract shall be awarded without competitive bidding as a contract for professional services under the provisions of the Local Public Contracts Law because the subject services will be performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.

4. A notice of this action shall be published in the Princeton Packet as required by law within ten (10) days of its passage.

Councilperson	Absent	Present	1 <sup>st</sup>	2 <sup>nd</sup>	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Ms. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, LINDA McDERMOTT, Clerk of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Princeton at a meeting held May 12, 2014

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Princeton, this 13<sup>th</sup> day of May 2014.

Linda McDermott  
Clerk



HEALTH EDUCATION SERVICES  
35 Blue Ridge Road, Titusville New Jersey 08560

### HEALTH EDUCATION SERVICES AGREEMENT

This agreement is entered into as of January 1, 2014, by and between Health Education Services and the Princeton Health Department in order to provide the services described herein.

#### A. SUMMARY OF SERVICES TO BE PROVIDED

See attached Scope of Services outline.

#### B. DATE OF PERIOD OF SERVICE

January 1, 2014 through December 31, 2014

#### C. PAYMENT SCHEDULE

##### Professional Fees

Payment will be based on a total of \$7,000.00 billed at the rate of \$50.00 per hour for a total of 140.0 hours. All travel expenses, administrative costs and subsistence are included in the project rate. No other expenses unless specifically listed will be covered by this contract.

##### Terms of Payment

Payment for services will be made directly to Health Education Services, 30 days following submission of an invoice.

#### D. TERMINATION

The estimated completion date of services provided is December 31, 2014. In the event of evidence of unsatisfactory results in the execution of this contract either party may terminate the agreement before completion of the services 60 days after receipt of written notice by Certified Mail, Return Receipt Requested. Payment will be made only for services performed prior to the effective date of termination.

#### E. AMENDMENTS

Changes in the scope of services to be provided or the contract period as described herein may be amended by mutual agreement of both parties in writing sixty days in advanced.

#### F. DOCUMENTATION

Health Education Services, agrees to provide reports and invoices itemizing service time rendered.

Date: 4/3/14

By: Suzanne Rose  
Suzanne Rose, MS

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

By: \_\_\_\_\_  
Elizabeth Lempert, Mayor – Town of Princeton

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

By: \_\_\_\_\_  
Linda McDermott, Clerk- Town of Princeton

## SCOPE OF SERVICES

Under direction of the Health Officer, Health Education Services (HES) will provide services to the Princeton Regional Health Department health promotion services that meet the requirements of Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52-3.2, Services and Capacities; N.J.A.C. 8-52-6 as Authority in Local Health Services Act N.J.S.A. 26:3A2-1 et seq and Local Boards of Health, N.J.S.A. 26:3-1 et seq. Health Education/Health Promotion for alcohol and drug abuse control, smoking prevention and cessation, nutrition, injury control, physical fitness and exercise as described in the Appendix B 'Programmatic Guidelines for Best Practices'. [N.J.A.C. 8:52-3.3 {a} 1] will be provided.

Suzanne Rose, MS, a professional health educator that meets the qualifications required under the New Jersey Public Health Practice Standards of Performance for Local Boards of Health: N.J.A.C. 8:52 will provide the Princeton Regional Health Department with health education programming and planning services, technical supervision and direction to designated personnel. Services include on-going communication, assisting in the planning, implementation, evaluation and documentation of community programs and services and coordination with agencies and organizations that provide health promotion activities and services in the Princeton and Mercer County regional area.

### 2014 Health Education Activities:

1. Public Health Newsletter: Write, design the layout/graphics and edit four issues (quarterly) of the Public Health Newsletter (2 pages – 1 page double sided). The newsletters will be provided in reproducible black/white, color and as PDF files to be distributed electronically.
2. Continue to update and add to community organization contact information worksheets (Excel) and group blast email lists for electronic distribution of health education materials – schools, daycare centers and nursery schools, older adult and faith based organizations.
3. Health Department's public health services brochure - complete the revisions which will be provided in black/white, color and as a PDF file to be distributed electronically.
4. Older Adult Health Programs: provide two community education programs to older adult organizations such as the Suzanne Patterson Senior Center – "Consumer Health Advocacy" (navigating the medical system) and "Seniors On The Move" (pedometer walking).
5. Healthy KIDZ: Present wellness programs at three preschool/daycare center (# of sessions at each center is based on # of children 3 year of age and older) or kindergarten class.
6. Website Health Education Library - complete development of a web-based Public Health Education Library for the municipal website and update health department web page documents.
7. Community Bulletin Board: develop six (bi-monthly) health promotion theme based coordinated community education material sets: laminated posters, black/white and color of hand-outs masters (provide hard copies and PDF files) to ensure maximum exposure for the messages.
8. Resources and Health Promotion Materials: Develop, as needed media news releases, brochures, hand-outs and/or resource materials, to address current public health science recommendations and relevant health topics, e.g. chronic and communicable disease prevention, influenza preparedness, emerging pathogens, environmental issues.