



NATIONAL ASSOCIATION OF  
Community Health Centers

March 1, 2011

Rosy Chang Weir, PhD  
Director of Research  
Association of Asian Pacific Community Health Organizations (AAPCHO)  
300 Frank H. Ogawa Plaza, Suite 620  
Oakland, CA 94612

Dear Dr. Weir:

This letter and addendum sets forth the terms and conditions under which the National Association of Community Health Centers ("NACHC") has engaged you to provide the following services/materials as outlined in the attached Scope of Work. For these services, NACHC has agreed to pay the Association of Asian Pacific Community Health Organizations (AAPCHO) \$xxx.

1. Specifically, you have agreed to provide the deliverable(s) as listed in the attached Scope of Work.
2. In consideration of providing the deliverables described, NACHC agrees to pay you the sum identified per deliverable upon satisfactory completion.
3. In order to receive payment, you agree to do the following:
  - Submit a voucher within thirty (30) days of completion;
  - Include an itemized statement of work and, as necessary, reports which NACHC may reasonably find necessary for audit and statistical purposes;
  - Include receipts for all travel expenses, in accordance with the Consultant Travel Policies and Procedures.
4. Copyrights and Assignment of Rights: NACHC shall own all right, title, and interest in and to all works in any medium produced by Contractor pursuant to this Contract, and all additions to, deletions from, alterations of, or revision of such works, and each element and part thereof (hereinafter "the works"). NACHC shall have the exclusive right to use and reproduce, and to authorize others to use or reproduce the works. To the extent that any such works are subject to protection under copyright laws, NACHC shall have the exclusive right to register such copyright.
5. NACHC may terminate this agreement upon ten (10) days written notice to you, in which case you will be paid *pro rata* for work performed prior to the termination date. NACHC may terminate this contract immediately, without prior notice, in the event of your material breach of this agreement.
6. This agreement is subject to the continued availability of funds awarded to NACHC by Health Resources and Services Administration, Bureau of Primary Health Care (HRSA/BPHC).

If the foregoing terms (including addendum) are acceptable to you, please sign below and return a copy of this letter to Michelle Proser, NACHC Director of Research, at [mproser@nachc.org](mailto:mproser@nachc.org).

Sincerely,

Daniel R. Hawkins  
Senior Vice President  
Division of Public Policy and Research

Agreed and accepted: \_\_\_\_\_

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

## **Addendum I**

### **Scope of Work**

Association of Asian Pacific Community Health Organizations (AAPCHO) share update the online health center Toolkit for Community Based Participatory Research (<http://cbprtoolkit.aapcho.org>) with additional resources, including templates of consent forms, memorandums of understanding, and other practical templates and learning materials. These resources will be posted on the website, with a short description of each new posting as necessary. New resources will be posted on or before March 31.

AAPCHO will also organize and conduct a focus group of Toolkit users during the NACHC Policy and Issues conference. The focus group will aim to learn what users find helpful, areas needing development, and what resources focus group participants have to contribute to the Toolkit. NACHC will reserve a room and will work with AAPCHO to find an appropriate time. NACHC will also send a list of potential users to AAPCHO. AAPCHO will invite focus group participants and provide them with the appropriate background, write a short focus group protocol, and write a summary of findings. A brief report on the findings will be emailed to NACHC on or before March 31 as a Word file.

### **Due Date**

These deliverables are due to Michelle Proser at NACHC by March 31, 2011. They will then be reviewed by the National Advisory Committee and staff of the George Washington University CTSA Community Engaged Research/Health Policy Component.

#### **MAIN OFFICE**

7200 Wisconsin Ave, Suite 210  
Bethesda, MD 20814  
301-347-0400  
301-347-0459 fax

#### **POLICY AND RESEARCH OFFICE**

1400 Eye Street NW, Suite 910  
Washington, DC 20005  
202-296-3800  
202-296-3526 fax