



STATE OF COLORADO
Department of Public Health & Environment

Page 1 of 1

ORDER		*****IMPORTANT*****				
Number:	PO,FEEA,202700001876	The order number and line number must appear on all invoices, packing slips, cartons, and correspondence.				
Date:	7/2/26	BILL TO				
Description:	HAZ_FEEA_LIRMA GF 5004_Indoor Radon Grant_Ft Collins	HAZ.MAT. CONTROL DIV B-200 4300 CHERRY CREEK DRIVE SOUTH DENVER, CO 80246-1530				
Effective Date:	07/06/26	SHIP TO HAZ.MAT. CONTROL DIV B-200 4300 CHERRY CREEK DRIVE SOUTH DENVER, CO 80246-1530				
Expiration Date:	07/05/27					
BUYER		SHIPPING INSTRUCTIONS				
Buyer:		Delivery/Install Date:				
Email:		FOB: FOB Dest, Freight Prepaid				
VENDOR						
CITY OF FORT COLLINS City Services 215 N MASON ST FORT COLLINS, CO 80522						
Contact:	VSS Contact					
Phone:						
VENDOR INSTRUCTIONS						
EXTENDED DESCRIPTION						
Indoor Radon Grant RFA 37926157. This Purchase Order shall not exceed \$7,793.18.						
Line Item	Commodity/Item Code	UOM	QTY	Unit Cost	Total Cost	MSDS Req.
1	G1000		0	0.00	\$7,793.18	☐
Description: HAZ_FEEA_LIRMA GF 5004_Indoor Radon Grant_Ft Collins FY27						
Service From: 07/06/26		Service To: 07/05/27				
TERMS AND CONDITIONS						
https://www.colorado.gov/osc/purchase-order-terms-conditions						
DOCUMENT TOTAL = \$7,793.18						

Statement of Work

Purchase Order Number PO 2027*1876

These provisions are to be read and interpreted in conjunction with the provisions of the purchase order specified above, as amended.

I. Project Description

This health project serves to protect the residents of Colorado from lung cancer. In Colorado, nearly half of all residential homes have radon levels above the Environmental Protection Agency's (EPA's) recommended action level for mitigation. Radon has no color, taste, odor, or short-term symptoms of illness. Education, testing, and outreach are required to mitigate the impacts of long-term radon exposure. People become exposed to radon when uranium breaks down in soil and seeps into buildings through cracks and openings. Prolonged exposure to radon is known to cause lung cancer. This project serves to decrease lung cancer deaths throughout the State of Colorado, through the following:

- A. To educate the public about the health risks associated with radon, provide residents radon test kits, testing guidance, and mitigation information, and provide residents information on the CDPHE Low Income Radon Mitigation Assistance Program;

This project is consistent with the Colorado Department of Public Health and Environment's (CDPHE) statutory mandate under the Colorado Revised Statutes § 25-1.5-101 to protect and improve the health of Colorado residents and the environment.

II. Definitions

- A. Awarded entity - The local public health agency or non-governmental organization awarded a radon grant under this SOW.
- B. LIRMA - Low Income Radon Mitigation Assistance

- C. SOW - Statement of Work, this Exhibit to the Purchase Order that outlines the work to be completed by the Contractor, including the project's goal, objectives, activities, standards, and requirement, deliverables, and timelines.

III. Work Plan

Program Goal #1: To improve the health of Colorado residents by decreasing lung cancer deaths.

Project Objective #1: No later than the expiration of the purchase order, increase radon awareness in the State of Colorado.

Primary Activity (PA) #1: The Contractor shall implement outreach campaigns to educate the public about health risks associated with radon.

PA #1 Sub-Activity(ies):

1. The Contractor shall conduct a media campaign.
2. The Contractor shall provide community educational sessions.
3. The Contractor shall prepare radon educational materials.
4. The Contractor shall distribute radon educational materials.

PA #1 Standards and Requirements:

1. The Contractor shall conduct a media campaign using at least one (1) of the following methods:
 - a. Agency press releases;
 - b. Government proclamations;
 - c. Social media posts;
 - d. Earned media coverage, including:
 - i. Interviews with local news
 - ii. Radio
 - iii. Print

- e. Paid advertising.
- 2. The Contractor shall provide two (2) community educational sessions through one of the following formats:
 - a. In person;
 - b. Virtually.

Primary Activity (PA) #2: The Contractor shall recommend radon testing and mitigation of radon.

PA #2 Sub-Activity(ies):

- 1. The Contractor shall provide radon test kits to residents.
- 2. The Contractor shall track test kit usage rates.
- 3. The Contractor shall determine a method to increase test kit return rates.
- 4. The Contractor shall provide information on the CDPHE LIRMA program to residents receiving test kits.
- 5. The Contractor shall provide guidance on standard radon testing protocols.
- 6. The Contractor shall provide radon mitigation guidance.

PA #2 Standards and Requirements:

- 1. The Contractor shall only supply information about radon measurement and/or mitigation professionals who are certified by the NRPP or the NRSB and licensed by the Colorado Department of Regulatory Agencies.

Primary Activity (PA) #7: The Contractor shall create reports.

PA #7 Sub-Activity:

- 1. The Contractor shall create one (1) final report.

PA #7 Standards and Requirements:

1. The Contractor shall create one (1) final report, where the Contractor uses a copy of the original statement of work and explains how each of the activities was completed. The following details are required, at a minimum:
 - a. Dates of events Locations of events
 - b. Number of meetings
 - c. Number of attendees
 - d. Number of presentations
 - e. Number of attendees
 - f. Number and return rate of test kits distributed
 - g. Maps created during the contract period
 - h. Target audience (homeowners, general public, realtors, day care centers, schools, medical community, policy makers, etc.)
 - i. Problems encountered
 - i. Resolutions
 - j. Additional documentation as requested by the Radon Program Manager.
 - k. Summary of project outcomes
 - l. Summary report of data collected, including:
 - i. Copies of media articles

- ii. Copies of other items produced

PA #7 Deliverable:

Deliverable #1: The Contractor shall submit to the CDPHE Radon Program Manager via email one (1) final report.

Due: No later than 30 days after the expiration date of this contract.

General Standards and Requirements

1. The content of electronic documents located on CDPHE and non-CDPHE websites, and information contained on CDPHE and non-CDPHE websites, may be updated periodically during the contract term. The Contractor shall monitor electronic documents and website content and information for changes to comply with all updates.
2. Contractor shall inform CDPHE of any nonfunctioning linked or incorporated hyperlinks, documents, or resources within ten (10) business days of discovery.
3. The Contractor shall receive approval from the Radon Program Manager before project materials generated outside of CDPHE are distributed. This includes:
 - a) social media posts;
 - b) advertisements;
 - c) educational materials.
4. The Radon Program Manager will provide the Contractor with an email outlining changes, approving the materials, or requesting additional time within seven (7) business days of receiving the materials.
5. The Contractor shall contact the Radon Program Manager within seven (7) business days of receiving comments to submit:

- a. final materials; or
- b. to request additional time to update the materials.

Expected Results of Activity(ies):

- 1. Targeted audiences will be better informed about the long-term health impacts associated with radon.
- 2. Residents, businesses, and schools will test and mitigate for radon.

Measurement of Expected Results:

- 1. Data in the one (1) final report

IV. Deliverable Schedule:

Description:	Due Date:
1. Final Report	No later than 30 days after the expiration date of this contract. (est. 7/31/2027)

V. Monitoring

CDPHE's monitoring of this purchase order for compliance with performance requirements will be conducted throughout the purchase order period by the Radon Program Manager. Methods used will include a review of documentation determined by CDPHE to be reflective of performance to include progress reports, applicable deliverables and other fiscal and programmatic documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the Contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the purchase order.

VI. Resolution of Non-Compliance

The Contractor will be notified in writing within ten (10) calendar days of discovery of a compliance issue(s). Within fifteen (15) calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and timeline for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that require an extension to the timeline, the Contractor must email a request to the Radon Program Manager and receive approval for a new due date. The State will oversee the completion and implementation of the agreed-upon action(s) to ensure timelines are met and the compliance issue(s) is resolved. Failure by the Contractor to diligently pursue the compliance resolution plan, or to reach an agreement with the State on such a plan, may result in the State exercising its rights under the provisions of the purchase order.

VII. Additional Provisions

A. Invoicing Provisions

To receive compensation under the Purchase Order, the Contractor shall submit a signed Quarterly CDPHE Reimbursement Invoice Form. This form is accessible from the CDPHE internet website <https://www.colorado.gov/pacific/cdphe/standardized-invoice-form-and-links> and is incorporated and made part of this Purchase Order by reference. CDPHE will provide technical assistance in accessing and completing the form. The CDPHE

Reimbursement Invoice Form and Expenditure Details page must be submitted no later than forty-five (45) calendar days after the end of the billing period for which services were rendered. Expenditures shall be in accordance with this Statement of Work and Budget.

Scan the completed and signed CDPHE Reimbursement Invoice Form into an electronic document. Email the scanned invoice with the Excel workbook containing the Expenditure Details page to: Margaret Horton, Radon Program Manager, margaret.horton@state.co.us

Final billings under the Purchase Order must be received by the State within a reasonable time after the expiration or termination of the Purchase Order; but in any event no later than forty-five (45) calendar days from the effective expiration or termination date of the Purchase Order.

Unless otherwise provided for in the Purchase Order, "Local Match", if any, shall be included on all invoices as required by funding source.

The Contractor shall not use federal funds to satisfy federal cost sharing and matching requirements unless approved in writing by the appropriate federal agency.

Contractor shall request prior approval in writing from the State for all modifications to the Statement of Work, or for any modification to the direct costs in excess of twenty-five percent (25%) of the total budget for direct costs, or for any modifications to the indirect cost rate. Any request for modifications to the Budget in excess of twenty-five percent (25%) of the total budget for direct costs, or any modifications to indirect cost rates, shall be submitted to the State at least ninety (90) days prior to the end of the purchase order period and will require a modification in accordance with the provisions of this Purchase Order.

B. Deliverable Acceptance Process

1. The Contractor shall coordinate and prioritize all work to ensure that all deliverables, due dates, and timelines are met.
2. The Contractor shall employ an internal quality control process to ensure that all deliverables are complete, accurate, easy to understand, and of high quality.
3. The Contractor shall provide deliverables that, at a minimum, are responsive to the relevant Standards and Requirements in the SOW, organized in a logical order, contain no spelling or grammatical errors, are formatted uniformly, and contain accurate information and correct calculations.

4. The Contractor shall maintain all work papers related to the development of all Deliverables for reference through the duration of the purchase order.
5. The Contractor shall provide, at no cost to the State, copies of any work papers or supporting documentation related to the development of any Deliverable within ten (10) calendar days of request by the State.
6. The Contractor shall submit each Deliverable to the State by the specific due date for each Deliverable outlined in the Deliverable Schedule for review and approval.
7. Review - Unless specifically outlined elsewhere in the SOW, the State will have ten (10) calendar days from the date the deliverable is due to the State by the Contractor to evaluate that Deliverable.
8. Notice - Unless specifically outlined elsewhere in the SOW, if the State, in its sole discretion, determines that a submitted Deliverable fails to meet the Standards and Requirements or is otherwise deficient, the State will notify the Contractor of the failure or deficiency within ten (10) calendar days of the date the State becomes aware of the failure or deficiency.
9. Revision - Unless specifically outlined elsewhere in the SOW, the Contractor shall have fifteen (15) calendar days from notice of a Deliverable's failure or deficiency to revise the Deliverable and resubmit it to the State for review and approval.
10. The Contractor shall participate in the Deliverable review and revision process until the State provides written acceptance of the Deliverable.
11. At no time shall payment or partial payment for a Deliverable constitute acceptance of the Deliverable and excuse Contractor's obligation to participate in the Deliverable review and revision process until such time as the State issues written acceptance of the Deliverable.