

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Administration for HIV Policy and Programs
Memorandum of Understanding



As a partnering agency representative, I, the undersigned, have read and agreed to the conditions outlined in this OraQuick Advance Rapid HIV Test Distribution Program Protocol. I understand that by signing this agreement I have committed my agency to meet all of the Distribution Participant responsibilities described in the protocol and summarized below. In signing this agreement, I understand that I have entered _____ (hereafter referred to as the Distribution Participant) into a service partnership with the Department of Health/Administration for HIV/AIDS Policy and Programs from date signed until September 30, 2007. Each entity's core responsibilities are outlined below.

Services

Distribution Participant and DOH/AHPP agree to the following stipulations:

- 1) DOH/AHPP will provide OraQuick Advance HIV rapid testing kits on a timely basis to the Distribution Participant to cover three month periods of expected use (the first shipment will be a six month supply, subsequent shipments will be for a three month supply).
- 2) After ensuring that all required documents are completed and all eligibility requirements met, DOH/AHPP will either notify OraSure to ship the OraQuick Advance devices directly to the program participant or DOH/AHPP will request that OraSure ship the test devices to DOH/AHPP and the Distribution Participant can schedule a time to come and collect the tests. The shipping method will be decided on a case-by-case basis.
- 3) DOH/AHPP will be responsible for establishing and maintaining internal tracking mechanisms to track tests obtained by the Distribution Participant from the DOH/AHPP office.
- 4) DOH/AHPP will ensure that the Distribution Participant has been provided the contact name and information of the appropriate DOH/AHPP provided staff for the Distribution Participant to submit the all ordering, tracking, monitoring and program evaluation tools.
- 5) DOH/AHPP will conduct site visits to ensure quality control and to review inventory and documents related to the distribution program for the purpose of verifying accurate reporting.
- 6) Distribution Participant will be responsible for e-mailing a DOH/AHPP identified contact with the date of shipment for the OraQuick Advance devices and the number of kits received.
- 7) Distribution Participant will closely monitor characteristic information on the population utilization of OraQuick Advance devices on a monthly basis (Appendix 3) according to the instructions provided within the protocol and mail the attachments to the DOH/AHPP identified contact person. The Distribution partner shall maintain a record of when the information was sent to DOH/AHPP.
- 8) Distribution Participant will submit a re-supply order in accordance with the instructions on the Request Form (Appendix 2).

- 9) Distribution Participant will not allow test devices to expire on a shelf and will be responsible for notifying DOH/AHPP at 671-5074 of any devices that are within two months of expiration for possible redistribution to a higher volume partnering site.
- 10) Distribution Participant will, in accordance to the quarterly schedule, use the attached Appendix 1 to record the quarterly use of OraQuick Advance test devices according to the instructions provided within the protocol and e-mail the attachment to the DOH/AHPP identified contact person. The Distribution Partner will maintain a copy of all reports in their records.
- 11) Distribution Participant will provide DOH/AHPP with an updated list of key contact personnel responsible for managing the OraQuick Advance Rapid HIV Testing Distribution program and individuals responsible for maintaining and submitting the required documentation and reporting for distribution participants.
- 12) Distribution Participant will ensure that all staff responsible for administering OraQuick Advance HIV rapid tests will be trained in accordance to DOH/AHPP guidelines prior to utilizing the OraQuick Advance kits. Distribution Participants recognize that it may be required to provide DOH/AHPP with proof of testing staff training.

Length of this Agreement

This agreement will be in place from date signed until September 30, 2007 as the mutually understood arrangement between DOH/AHPP and Distribution Participant for the agreed to service delivery stated herein during the specified period.

Either DOH/AHPP or the Distribution Participant may end this service agreement at will. However, both DOH/AHPP and Distribution Participant mutually agree as a courtesy to provide a fourteen-day (14) notice to the other party should either desire to end or renegotiate this arrangement.

DOH/AHPP and Distribution Participant agree to meet on a consistent and mutually determined schedule to review services, testing coordination to meet the goals of the DOH/AHPP testing campaign and to best serve the Distribution Participant's clients.

Signed

Date: _____

Name

Title

Agency/Organization/Entity