

# Valley Physicians Medical Group, Inc.

P. Basil Vasantachart, MD, ABAARM, CHCQM, NBME

December 9, 2020

David Carmany, City Manager  
City of West Covina  
1444 West Garvey Ave. South  
West Covina, California 91790

Dear Mr. Carmany,

Thank you for the opportunity to meet and to present the concept of establishing a local health department in the City of West Covina.

The following is the proposal for providing services to support the City of West Covina in exploring its options for establishing a local health department.

## CONSULTING SERVICES RELATING TO EXPLORING CITY'S OPTIONS REGARDING ESTABLISHING LOCAL HEALTH DEPARTMENT

- We will assist the City in exploring options relating to the establishment of a local health department.
- We will assist the City in the process of applying with the State of California for any certifications necessary for establishing a local health department. We will provide a consultant to advise the City during such process.
- The consultant will perform the following functions:
  1. Advise the City regarding health care issues.
  2. Assist the City in the application process for applying with the State of California for any necessary certifications for establishing a local health department.
  3. Assist the City in developing community health programs including community health improvement projects and others as requested by the City.
  4. Assess community needs.
  5. Apply for and obtain funds for community programs.
  6. Facilitate communication between different health agencies and the City.

We greatly appreciate your careful consideration of this proposal and any further discussion of this matter.

Respectfully yours,

**P. Basil Vasantachart, MD**  
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President and Medical Director  
PBV