



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 20, 2023

* = Mandatory, information must be provided

or Procurement Director Award:

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Board of Regents on behalf of The University of Arizona Department of Mexican American Studies (MAS)

***Project Title/Description:**

Evaluation Services for Advancing Health Literacy Project

***Purpose:**

Contractor will work with the Health Department to conduct the evaluation of the work plan activities related to the Health Literacy project funded by the Department of Health and Human Services. The contractor will develop, monitor and provide recommendations and guidance for the evaluation plan. The evaluation plan is to include process and outcome evaluation of health literacy strategies to enhance vaccine uptake and other county mitigation measures in racial and ethnic minority populations and socially vulnerable populations in Pima County.

Amendment #1 adds \$63,143 to this contract and extends the end date to 12/31/23 due to a grant extension.

***Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C.

***Program Goals/Predicted Outcomes:**

Provide guidance to Health Department staff and identified partners in developing and monitoring the evaluation plan and performance measures for enhancing vaccine uptake and other county mitigation measures in racial, ethnic, minority and socially vulnerable populations in Pima County

***Public Benefit:**

The contractor will co-develop and refine the evaluation plan to demonstrate the impact made by the Health Literacy project on enhancing infectious disease mitigation efforts in Pima County. The contractor offers a variety of evaluation components, tools, metrics, software, methods and processes that will be used to evaluate policy, system, and environmental change at the individual, organizational and policy-level to improve health literacy and health outcomes for minority populations in Pima County and minimize serious illness and overall deaths.

***Metrics Available to Measure Performance:**

Completed evaluation plan for Pima County and identified partners. The Contractor will also submit monthly progress reports in a format provided by Pima County that demonstrate completion of ongoing assessment and will be shared with the grantor.

***Retroactive:**

No.

6 hrs approvals
6/2/23
[Signature]

TO: COB 6-6-23 (1)
Vers.: 6
PGS.: 5

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____ * Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? vendor

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: HD Contract Number (i.e., 15-123): 22-084
Amendment No.: 01 AMS Version No.: 06
Commencement Date: 07/01/2023 New Termination Date: 12/31/2023
Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease Amount This Amendment: \$ 63,143.00

Is there revenue included? Yes No If Yes \$ _____

*Funding Source(s) required: Advancing Health Literacy Grant from Health & Human Services

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature: [Signature] Date: 5/30/2023
Deputy County Administrator Signature: [Signature] Date: 2 June 2023
County Administrator Signature: [Signature] Date: 6/2/2023

Pima County Department of Health

Project: Evaluation Services for Advancing Health Literacy Project

Contractor: Arizona Board of Regents on behalf of The University of Arizona
Department of Mexican American Studies (MAS)

Contract No.: CT-HD-22-084

Contract Amendment No.: 01

Orig. Contract Term:	10/05/2021 - 06/30/2023	Orig. Amount:	\$219,958.00
Termination Date Prior Amendment:	N/A	Prior Amendments Amount:	N/A
Termination Date This Amendment:	12/31/2023	This Amendment Amount:	\$ 63,143.00
		Revised Total Amount:	\$283,101.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. **Background and Purpose.**
 - 1.1. Background. On October 5, 2021, County and Subrecipient entered into the above referenced agreement to provide evaluation services for the Advancing Health Literacy Project.
 - 1.2. Purpose. County requires additional time to complete the revised Scope of Services.
2. **Term.** The County is exercising the first extension option to renew the contract for six additional months commencing on July 1, 2023 and terminating on December 31, 2023. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.
3. **Scope of Services.** The parties have revised the Scope of Services as described in the attached **Exhibit A.1** (2 pages).
4. **Payment Amount.** County's total payments to Contractor under this contract, including sales taxes, will not exceed \$283,101.00. The revised budget can be seen in **Exhibit B.1** (1 page).
5. **Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of

ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

Chair, Board of Supervisors

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

5/11/23
Date

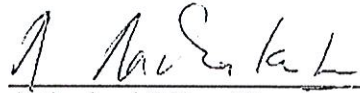
APPROVED AS TO CONTENT



Department Head

5/30/2023
Date

CONTRACTOR



Authorized Officer Signature
Ramachandran Radhakrishnan
Director - Office of Research Contracts
Printed Name and Title

05/30/2023
Date

Exhibit A.1 (2 pages)

Scope of Services

Contractor will work with Pima County Health Department (PCHD) to conduct the evaluation of the stated work plan activities related to the Department of Health and Human Services (HHS) funded project, Advancing Health Literacy.

Actions to meet this goal include providing recommendations and guidance for the development of the quality improvement/ evaluation plan including process and outcome evaluation and training evaluation of health literacy strategies to enhance COVID-19 vaccine uptake and other county mitigation measures in racial and ethnic minority populations and socially vulnerable populations in Pima County.

Tasks.

Contractor will:

1. Complete the Quality Improvement/ Evaluation Plan template provided by HHS as it pertains to Health Literacy project activities for the 2021 - 2023 grant period. Due 30 days after contract initiation. This will include the completion of a data management plan if deemed applicable by HHS.
2. Develop and execute all necessary evaluation data collection tools such as surveys, focus group questions, and interview questions as it pertains to Health Literacy project activities for the 2021 - 2023 grant period. This includes gathering project data from priority clients and partners and analyzing collected data in RedCap, SurveyMonkey and Qualtrics software systems.
3. Assist PCHD in completing all action plan activities that require an evaluation component including the development of evaluation tools, methods, processes, and procedures.
4. Participate in PCHD's monthly virtual meetings with the HHS Program Officer when Agenda indicates Contractor's participation is necessary.
5. Meet with Pima County Health Literacy staff at least twice a month by phone, virtually or in person.
6. Provide ongoing guidance and recommendations to PCHD and MHC Healthcare on any adjustments to project scopes or activities as it pertains to evaluation.

7. Report quarterly on performance measures and evaluation activities using the HHS approved evaluation template(s).
8. Review Monthly Progress Reports developed by PCHD and provide recommendations for any needed revisions or additions as they relate to evaluation.
9. Draft and contribute to final report on performance measures and evaluation activities for the Health Literacy project using the HHS approved evaluation reporting template.
10. Utilize a software system, such as Qualtrics, RedCap or SurveyMonkey, to analyze and evaluate Health Literacy project activities and provide PCHD and HHS with evaluation reports when indicated as necessary.

Due Date(s)

Action Plan: Due 30 days after the contract initiation

End of Program Reporting: Due by 12/31/2023.

Exhibit B.1 (1 page) Compensation

1. Compensation

County will pay Contractor on a cost reimbursable basis in accordance with the budget set forth below. Invoices submitted with monthly reports must contain adequate supporting documentation to verify the amount and nature of expenditures. Invoices will be paid on a net 30 basis in accordance with County policy. County reserves the right to audit Contractor's financial records as relates to the performance of duties under this contract.

2. Budget (October 2021 –December 2023, 27 months)

Category	Original Budget	Additional Funding	Total Budget	Notes
Salary & Wages	\$ 129,704	\$ 37,965	\$167,669	Allocated time for staffing
Fringe Benefits	\$ 40,208	\$ 12,148	\$ 52,356	Allocated benefits for staff indicated above.
Equipment	\$ -	-	-	None allowed
Supplies	\$ 894		\$ 894	Office supplies
Travel	\$ 894		\$ 894	Local mileage and for presentation at conference(s), in and out of state
Other	\$ 2,870		\$ 2,870	SPSS site license; RedCap, SurveyMonkey and Qualtrics accounts
Consultant Costs	\$ -	-	-	None budgeted
Total Direct Costs	\$ 174,570	\$ 50,113	\$224,683	
Indirect Costs	\$ 45,388	\$ 13,030	\$ 58,368	26% IDC rate
Total Contract Budget	\$ 219,958	\$ 63,143	\$283,101	

3. Variance or Reprogramming

Budget variance in a category of up to 10% is allowed while remaining within the total contract budget. Variance of greater than 10% will require County approval of reprogramming and will be done at the sole discretion of County.

4. Refer to #5, Compensation and Payment, for additional requirements related to billing.