



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

Requested Board Meeting Date: November 10, 2015

or Procurement Director Award

**Contractor/Vendor Name (DBA):** Arizona Department of Health Services

**Project Title/Description:**

Women, Infants, and Children Program and Farmers' Market Nutrition Program

**Purpose:**

The Arizona Supplemental Nutrition Program for Women, Infants, and Children (WIC) provides nutrition education and breastfeeding support services, supplemental nutritious foods and referrals to health and social services. WIC serves pregnant, breastfeeding, and postpartum women, infants, and children under the age of five who are determined to be at nutritional risk.

WIC participants may also participate in the Arizona Farmers' Market Nutrition Program. WIC families receive Farmers' Market checks to spend for fresh, locally grown vegetables and fruits at approved Farmers' Markets.

Both programs are funded by the United States Department of Agriculture.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

The goal of this effort is to improve the health of pregnant, postpartum and breastfeeding mothers, as well as their infants and children up to age five, by: 1) providing vouchers for nutritious foods to supplement the diet of low-income participants; 2) providing breastfeeding education and support to increase the number of babies that are breastfed and to increase the duration of breastfeeding; and 3) providing nutrition education and reducing malnutrition.

**Public Benefit:**

These programs benefit low income pregnant, postpartum and breast feeding mothers and their infants and children up to age five in Pima County. During the last fiscal year an average of 7,600 participants were served each month through the Pima County WIC program. For the current fiscal year we anticipate serving approximately 10,000 participants each month.

**Metrics Available to Measure Performance:**

ADHS conducts annual Financial Audits to review cost allowance, financial control improvement and improved Local Agency service. In addition, ADHS conducts biennial Management Evaluations to review management processes, client certification, food package determination, and nutrition education. ADHS also measures monthly/yearly caseload, indicated by the number of clients that pick up their monthly supplemental food vouchers.

**Retroactive:**

Yes, document was received from ADHS on 10/6/15 and takes effect 10/1/15.

Procure Dept 10/20/15 12:51

**Original Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e.,15-123): \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Prior Contract Number (Synergen/CMS): \_\_\_\_\_

Expense Amount: \$ \_\_\_\_\_  Revenue Amount: \$ \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

Cost to Pima County General Fund: \_\_\_\_\_

Contract is fully or partially funded with Federal Funds?  Yes  No  Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?  Yes  No  Not Applicable to Grant Awards

Vendor is using a Social Security Number?  Yes  No  Not Applicable to Grant Awards

If Yes, attach the required form per Administrative Procedure 22-73.

**Amendment Information**

Document Type: GTAM Department Code: HD Contract Number (i.e.,15-123): 16-27

Amendment No.: Two AMS Version No.: 1

Effective Date: 10/1/2015 New Termination Date: 9/30/2018 (no change)

Expense  Revenue  Increase  Decrease Amount This Amendment: \$ 1,574,114

Funding Source(s): ADHS / Federal

Cost to Pima County General Fund: \$0.00

Contact: Sharon Grant

Department: Health Telephone: 724-7842

Department Director Signature/Date: \_\_\_\_\_ 16 October 15

Deputy County Administrator Signature/Date: \_\_\_\_\_ October 19 2015

County Administrator Signature/Date: \_\_\_\_\_ October 19 2015  
(Required for Board Agenda/Addendum Items)





**INTERGOVERNMENTAL AGREEMENT (IGA)  
AMENDMENT**

**ARIZONA DEPARTMENT OF  
HEALTH SERVICES**  
1740 West Adams, Room 303  
Phoenix, Arizona 85007  
**(602) 542-1040**  
**(602) 542-1741 FAX**  
Procurement Officer:  
**Jacqueline Ortega-Avila**

**Contract No.: ADHS14-053080**

**Amendment No.: 2**

2. The **BFPC Price Sheet** will remain the same budget amount of **\$0.00**.
3. In ProcureAZ the Contract pricing "Items" tab will be updated upon execution of this Amendment Two (2).



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**WIC, BFPC and FMNP SERVICES**

**REVISED PRICE SHEET**

**EFFECTIVE: OCTOBER 1, 2015 TO SEPTEMBER 30, 2016**

<b>WIC SERVICES</b>		
	<b>LINE ITEM BUDGET</b>	<b>AMOUNT</b>
1.1	PERSONNEL SERVICES	\$974,746.00
1.2	EMPLOYEE RELATED EXPENSES	\$375,813.00
1.3	PROFESSIONAL & OUTSIDE SERVICES	\$3,500.00
1.4	TRAVEL EXPENSES	\$7,973.00
1.5	OCCUPANCY EXPENSES	\$1.00
1.6	OTHER OPERATING EXPENSES	\$61,825.00
1.7	CAPITAL OUTLAY EXPENSES	\$1.00
1.8	INDIRECT (IF AUTHORIZED)	\$1.00
1.9	RD SUPPLEMENT	\$150,254.00
	<b>TOTAL</b>	<b>\$1,574,114.00</b>

**EFFECTIVE: OCTOBER 1, 2015 TO SEPTEMBER 30, 2016**

<b>BREASTFEEDING PEER COUNSELING SERVICES (BFPC)</b>		
	<b>LINE ITEM BUDGET</b>	<b>AMOUNT</b>
2.1	PERSONNEL SERVICES	\$0.00
2.2	EMPLOYEE RELATED EXPENSES	\$0.00
2.3	PROFESSIONAL & OUTSIDE SERVICES	\$0.00
2.4	TRAVEL EXPENSES	\$0.00
2.5	OCCUPANCY EXPENSES	\$0.00
2.6	OTHER OPERATING EXPENSES	\$0.00
2.7	CAPITAL OUTLAY EXPENSES	\$0.00
2.8	INDIRECT (IF AUTHORIZED)	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**EFFECTIVE: MARCH 1, 2016 TO SEPTEMBER 30, 2016**

<b>FARMER'S MARKET NUTRITION PROGRAM (FMNP)</b>				
	<b>TYPE OF SERVICE</b>	<b>UNIT RATE</b>	<b>UNIT OF MEASURE</b>	<b>ESTIMATED NUMBER OF PARTICIPANTS</b>
	WIC FMNP CHECK ISSUANCE	\$1.25	WIC Participant	AS NEEDED

	<b>INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT</b>		<b>ARIZONA DEPARTMENT OF HEALTH SERVICES</b> 1740 West Adams, Room 303 Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 FAX
	<b>Contract No.: ADHS14-053080</b>	<b>Amendment No.: 2</b>	Procurement Officer: <b>Jacqueline Ortega-Avila</b>

**ADDITIONAL TERMS AND CONDITIONS:**

With prior written approval from the Program Manager, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between funded line items except for Registered Dietitian Expenses. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require an amendment. The Registered Dietitian line item is meant to fund additional Registered Dietitian position(s) to meet high risk counseling requirements.

Authorization for purchase of services under this Contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless a.) the Purchase Order is modified with an official ADHS Procurement Change Order, and/or b.) an additional Purchase Order is issued for purchase of services under this Contract.

ADHS reserves the right to adjust awards given to local agencies depending on federal dollars received. Adjustments will be at the discretion of ADHS.

**ADDITIONAL WIC PROGRAM:**

Should additional administrative monies become available through state or federal grants, ADHS may increase the purchase order to increase the number of participants served and increase the total of this contract.

**The assigned caseload for FFY 2016 is: 10,000**

**ADDITIONAL BREASTFEEDING PEER COUNSELING PROGRAM:**

Allowable costs for the Peer Counseling Program include compensation for peer counselors and designated peer counselor managers/coordinators, and related costs such as training and training materials; telephone expenses for participant contacts (including pager, cell phones and answering machines); travel for training and home and hospital visits; recruitment of peer counseling staff; and the purchase of demonstration materials (e.g., breast pumps for demonstration purposes, videos). Out of state travel must be pre-approved by ADHS. Items and materials for distribution to WIC participants (e.g. breast pumps, breastfeeding aids, written materials) are not allowable costs.

**FARMER'S MARKET NUTRITION PROGRAM:**

If funding for additional FMNP checks becomes available and the contract budget (as shown on the Contract Price Sheet) has been fully expended, Contractor may choose whether or not to distribute the additional checks with no increase in the contract budget.

**ALL OTHER PROVISIONS OF THIS AGREEMENT SHALL REMAIN IN THEIR ENTIRETY.**