



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

**Requested Board Meeting Date:** November 17, 2015

**or Procurement Director Award**

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

**Project Title/Description:**

Commodity Supplemental Food Program and Senior Farmers' Market Nutrition Program

**Purpose:**

The Commodity Supplemental Food Program (CSFP) is a federally funded food distribution program that provides a once a month food package to low-income seniors 60 years of age or older. The program is designed to improve health with nutritious food commodities from the United States Department of Agriculture (USDA).

CSFP recipients may also participate in the Senior Farmers' Market Nutrition Program (FMNP). CSFP participants receive Farmers' Market checks to spend for fresh, locally grown vegetables and fruits at approved Farmers' Markets.

The CSFP and SFMNP Programs are funded by the United States Department of Agriculture.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

The program aims to improve the health of our community seniors by: 1) providing nutritious food to supplement the diet of low-income seniors; 2) providing nutrition education and reducing malnutrition; and 3) educating general community members regarding healthy foods.

**Public Benefit:**

During the previous fiscal year the total caseload for the Pima County CSFP program was 52,254; approximately 4,354 clients per month. The funding made available through Amendment #1 to this IGA will provide the necessary resources to continue serving approximately 4,300 low-income seniors served through this program on a monthly basis during Federal Fiscal Year 2016.

**Metrics Available to Measure Performance:**

ADHS conducts annual Financial Audits to review cost allowance, financial control improvement and improved Local Agency service, as well as, biennial Management Evaluations to review management processes, client certification, and nutrition education. ADHS also measures monthly/yearly caseload, indicated by the number of clients that enroll in the program.

**Retroactive:**

Yes, document was received from ADHS on 10/13/15 and takes effect 10/1/15.

**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): 16-32

Amendment No.: One AMS Version No.: 1

Effective Date: 10/1/2015 New Termination Date: 9/30/2016 (no change)

Expense  Revenue  Increase  Decrease Amount This Amendment: \$ 117,132.00

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: \_\_\_\_\_ *26 Oct 15*

Deputy County Administrator Signature/Date: *[Signature]* October 26, 2015

County Administrator Signature/Date: *[Signature]* 10/27/15  
*(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.: ADHS16-104449

Amendment No.: 1

CSFP AND SFMNP SERVICES

Effective October 1, 2015, it is mutually agreed that the Intergovernmental Agreement referenced is amended as follows:

- 1. The CSFP Price Sheet for Contract No.: ADHS16-104449 is hereby amended with the Price Sheet of this Amendment One (1). The total budget amount is \$117,132.00 with the following changes:
1.1. Personnel Costs Salary decreased by \$2,000.00 due to an over budget in FY15.
1.2. Employee Related Expenses decreased by \$1,300.00 due to an over budget in FY15.
1.3. Professional and Outside Services will remain the same dollar amount of \$200.00
1.4. Travel Expenses decreased by \$700.00 due to an over budget in FY15.
1.5. Occupancy Expenses increased by \$4,000.00 due to an under budget in FY15.
1.6. Other Operating Expenses will remain the same dollar amount of \$2,103.20
1.7. Capital Outlay Expenses will remain the same dollar amount of a \$1.00.
1.8. Indirect will remain the same dollar amount of a \$1.00.

In ProcureAZ the Contract pricing "Items" tab will be updated upon execution of this Amendment One (1).

CONTINUED ON NEXT PAGE

Form with sections for Contractor Signature, Contractor Attorney Signature, and Attorney General. Includes fields for Name, Address, City, State, Zip, Title, Signature, and Date. Includes a 'RESERVED FOR USE BY THE SECRETARY OF STATE' section with a signature box for the Appointing Authority or Designee at Pima County Health Department.



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**CSFP AND SFMNP SERVICES**

**REVISED PRICE SHEET**

**COMMODITY SUPPLEMENTAL FOOD PROGRAM (CSFP)**

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

	LINE ITEM BUDGET	AMOUNT
1.1	PERSONNEL SERVICES	\$78,198.80
1.2	EMPLOYEE RELATED EXPENSES	\$29,828.00
1.3	PROFESSIONAL & OUTSIDE SERVICES	\$200.00
1.4	TRAVEL EXPENSES	\$1,800.00
1.5	OCCUPANCY EXPENSES	\$5,000.00
1.6	OTHER OPERATING EXPENSES	\$2,103.20
1.7	CAPITAL OUTLAY EXPENSES	\$1.00
1.8	INDIRECT (IF AUTHORIZED)	\$1.00
	<b>TOTAL</b>	<b>\$117,132.00</b>

**SENIOR FARMER'S MARKET NUTRITION PROGRAM (SFMNP)**

TYPE OF SERVICE	UNIT RATE	UNIT OF MEASURE	ESTIMATED NUMBER OF PARTICIPANTS
WIC SFMNP Check Issuance	\$1.25	WIC Participant	AS NEEDED

**LINE ITEM BUDGET TRANSFERS**

Upon receipt of written authorization from the ADHS Program Manager, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the Total Budgeted Amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require a Contract Amendment.

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