



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: June 6, 2023

or Procurement Director Award:

\* = Mandatory, information must be provided

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

Portable Practical Educational Preparation Inc.

**\*Project Title/Description:**

Community Relations Service for Advancing Health Literacy Project

**\*Purpose:**

Subrecipient will work with the Health Department to conduct activities related to the Health Literacy project funded by Health and Human Services. The subrecipient will contribute to the development of tailored interventions to deliver health and vaccination information to minority populations. Subrecipient will leverage community relations including trusted community leaders, coalitions and groups to distribute health materials, tools, trainings and resources created through the Health Literacy project process to minority populations. Subrecipient will recruit participants from minority populations to participate in focus groups and key informant interviews to inform Health Literacy project plans and activities. Subrecipient will participate in weekly Health Literacy project learning collaborative and community of practice work groups to design and execute activities to improve community adherence to communicable disease mitigation strategies.

Amendment #1 allows for a 6-month extension due to the no-cost extension awarded by the funders at the Department of Health and Human Services' Office of Minority Health. No additional funding is obligated and programmatic activities for subrecipient will conclude by December 31, 2023.

**\*Procurement Method:**

This Subrecipient Agreement is a non-Procurement contract and not subject to Procurement rules.

**\*Program Goals/Predicted Outcomes:**

The Advancing Health Literacy Project involves a community pilot consisting of healthcare navigation workshops for community members, as well as text-based support groups to drive healthcare resource navigation and health literacy for workshop participants. Subrecipient will collaborate with Health Department staff and identified partners to develop and implement a health literacy plan to increase the availability, acceptability and use of public health information and services by minority populations. Subrecipient will implement project plans for the Health Literacy project with the Health Department, a human-centered design agency and local community-based organizations and healthcare centers to generate new policies, practices, and systems-level changes that allow minority populations in Pima County to find, understand and use public health information.

**\*Public Benefit:**

Subrecipient will identify and execute strategies and solutions to improve community responses to public health strategies for communicable disease prevention.

**\*Metrics Available to Measure Performance:**

In addition to monthly progress reports in a format provided by Pima County that demonstrate completion of assignments, subrecipients will deliver a series of healthcare navigation workshops, collect data from participants in support of the program's evaluation team, and contribute to a best-practices playbook to advance health literacy which will be shared with healthcare delivery organizations throughout Pima County and nationwide.

**\*Retroactive:**

No.

6 hrs of prep time  
5/19/23  
RW

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

MAY 22 '23 PM 12:55 PD

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): \_\_\_\_\_
[X] Expense Amount \$ \_\_\_\_\_ \* [ ] Revenue Amount: \$ \_\_\_\_\_

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

Funding from General Fund? [ ] Yes [X] No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

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

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

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

Vendor is using a Social Security Number? [ ] Yes [X] 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): 22-106

Amendment No.: 01 AMS Version No.: 05

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: \$ 0.00

Is there revenue included? [ ] Yes [X] No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: U.S. Dept of Health and Human Services

Funding from General Fund? [ ] Yes [X] 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 [X] No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

\*Match funding from other sources? [ ] Yes [X] 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: 5/18/2023

Deputy County Administrator Signature: [Signature] Date: 19 May 2023

County Administrator Signature: [Signature] Date: 5/20/2023

**Pima County Department of Health**

**Project:** Community Relations Service for Advancing Health Literacy Project

**Subrecipient:** Portable Practical Educational Preparation Inc.  
802 E. 46<sup>th</sup> Street Tucson,  
AZ 85713

**UEI:** C15RWPNMH747

**Agreement No.:** CT-HD-22-106

**Agreement Amendment No.:** 01

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<b>Orig. Contract Term:</b> 11/02/2021-06/30/2023	<b>Orig. Amount:</b>	\$300,000.00
<b>Termination Date Prior Amendment:</b> N/A	<b>Prior Amendments Amount:</b>	N/A
<b>Termination Date This Amendment:</b> 12/31/2023	<b>This Amendment Amount:</b>	\$ 0.00
	<b>Revised Total Amount:</b>	\$300,000.00

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**SUBRECIPIENT AGREEMENT AMENDMENT**

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

**1. Background and Purpose.**

1.1. Background. On November 2, 2021, County and Subrecipient entered into the above referenced agreement to provide Community Relations Service 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 \$300,000.00. The revised budget can be seen in **Exhibit B.1** (2 pages).

**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 Agreement 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

5/9/23  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Head

5/12/2023  
\_\_\_\_\_  
Date

**SUBRECIPIENT**

  
\_\_\_\_\_  
Authorized Officer Signature

John David Arnold Ph.D.  
\_\_\_\_\_  
Printed Name and Title

5/10/23  
\_\_\_\_\_  
Date

## **Exhibit A.1 (2 pages)**

### **Scope of Services**

#### **Scope of Work**

Subrecipient will work with Pima County Health Department (PCHD) to conduct activities related to the Health and Human Services' Office of Minority Health funded project, Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19. Subrecipient will implement project plans for the Health Literacy project in partnership with PCHD, a human-centered design (HCD) agency, local community-based organizations, and healthcare centers to generate new policies, practices, and systems-level changes that allow Hispanic/Latinx women aged 20 to 45 ("priority clients") in Pima County to find, understand, and use COVID-19 public health information. Strategies to meet project deliverables include contributions to the community of practice work groups, recruitment of participants for focus groups and key informant interviews, and the promotion of Advancing Health Literacy project materials to Pima County residents and organizations through trusted community leaders, coalitions and groups.

#### **Tasks**

Subrecipient will:

1. Inform the development of the Action Plan and Disparity Impact Statement with Pima County staff as it pertains to Advancing Health Literacy activities for the 2021 – 2023 years. Due 30 days after contract initiation.
2. Participate and contribute to weekly Advancing Health Literacy Community of Practice meetings to support the community pilot project by developing, utilizing and leveraging tailored educational materials and resources to deliver COVID-19 health and vaccination information to Hispanic/Latinx women aged 20 to 45.
3. Leverage community relations including trusted community leaders, coalitions and groups to distribute materials, tools, trainings and resources created through the Health Literacy project process.
4. Collaborate with the Advancing Health Literacy Community of Practice to co-develop and promote a playbook that can be used by community-based organizations and coalitions to promote tailored COVID-19 vaccinations and messaging for Hispanic/Latinx women aged 20 to 45.
5. Complete all activities assigned to PPEP Inc. in the Advancing Health Literacy work plan for the 2021 – 2023 years.
6. Distribute, leverage, promote and participate in a train-the-trainer webinar series to integrate cultural humility, cultural dignity and culturally competent healthcare into the healthcare continuum.
7. Promote materials, tools and resources developed through the Advancing Health Literacy project on a quarterly basis through e-mail, PPEP's website, newsletters, social media, print, and other channels.

8. Meet with Pima County Health Literacy staff weekly by phone, videoconference or in person.
9. Recruit participants for focus groups and key informant interviews for the four human-centered design projects outlined in the Health Literacy Project action plan.
10. Participate in design and implementation of community pilot project, including advertising and recruitment for healthcare navigation workshops, providing workshop facilitators, hosting workshops, and administrating follow up text message-based groups.
11. Participate in evaluation of pilot project, including informing design of evaluation surveys and providing workshop participant information necessary for evaluation.
12. Submit Monthly Activity and Progress Reports for payment using the form provided by Pima County. Monthly reports must include the following information:
  - Summary of progress made on assigned action plan tasks
  - Updates regarding action plan deliverables and new partnerships
  - Any reporting information or numbers needed by the University of Arizona for Advancing Health Literacy project evaluation such as the number of known persons reached through social media channels.

**Due Date(s)**

Monthly Reports: Due the 15th of each month.

## Exhibit B.1 – Compensation (2 pages)

### 1. Compensation

County will pay Subrecipient 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 Subrecipient's financial records as relates to the performance of duties under this Agreement.

### 2. Budget (October 2021 – Dec 2023 – 27 months)

Category	Budget	Notes
Salary & Wages	\$154,700	Allocated time for staffing including Project Exec Dir. .10 FTE, Project Coordinator 1.0 FTE and Rural Project Coordinator; 0.50 FTE Rural Project Coordinator.
Fringe Benefits	\$34,034	Allocated benefits for staff indicated above at 22%
Contractual	\$10,440	Promotoras 18 hrs x 16 weeks x \$30/hr = \$8,640  Nanny service for childcare for AHL workshops = 2.5 hr x 16 weeks x \$45/hour = \$1,800
Equipment	\$ -	None allowed
Supplies	\$19,560	Office supplies, furniture, WiFi hotspots, cell phones, laptops, printing, AV smart screen, recruitment supplies, outreach materials, paper, ink, cords, displays, storage bins, etc.
Travel	\$4,445	Estimated local mileage for staff travel to meetings and project sites. (paid at .445/mi prior to 1/9/23 and .625/mi after 1/8/23. Also includes travel funds for preapproved trainings/conferences on related health literacy training events/conferences.

Other	\$ 42,906	Media, advertising, website, professional development training, printing, occupancy.
<b>Total Direct Costs</b>	<b>\$ 266,085</b>	
Indirect Costs	\$ 33,915	Salary + Fringe = \$188,734 x .1797 = 33,915
<b>Total Contract Budget</b>	<b>\$ 300,000</b>	

### 3. Variance or Reprogramming

Budget variance in a category of up to 25% is allowed while remaining within the total Agreement budget. Variance of greater than 25% will require County approval of reprogramming and will be done at the sole discretion of County.