



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: December 6, 2022

* = Mandatory, information must be provided

or Procurement Director Award: []

*Contractor/Vendor Name/Grantor (DBA):

STChealth LLC

*Project Title/Description:

Data, Informatics and Analytics Consultant

*Purpose:

Contractor will build on consulting services previously carried out in their first phase of work related to increasing the capacity of the Pima County Health Department (PCHD) to capture and analyze large amounts of data more efficiently and quickly.

In addition, the consultants will analyze each division in PCHD, providing business use cases, to identify gaps in technology and reporting streams, make recommendations on how to lessen these gaps and increase efficiency in data collection, identify performance improvement measures, and improve reporting streams to foster leadership decision making based on best practices in order to move PCHD into a data-driven organization.

Amendment #2 adds \$98,600 and Scope of Services for a second phase of the work due to donor approving using vacancy savings for this purpose.

*Procurement Method:

Processed per Board of Supervisors Policy D29.6, III-A

*Program Goals/Predicted Outcomes:

Contractor will assist the PCHD to address technical weaknesses having to do with technology infrastructure gaps and inefficiencies, system and process immaturities and data collection limitations and inaccuracies that have been brought to light during this pandemic.

In this second phase of work, based on the work done in Phase I and additional interviews, Contractor will provide recommendations for standardization of survey collection and storage, assist PCHD with resources (software, hardware, security infrastructure) plan and provide a roadmap for ideal workflow development.

*Public Benefit:

The COVID-19 pandemic brought to the forefront PCHD's lack of ability to gather and aggregate and analyze large amounts of data. This Contract aims to increase the capacity of PCHD to be able to analyze and share data more quickly and in greater detail and to maximize the resources that they have for greatest efficiency.

*Metrics Available to Measure Performance:

Deliverables from the Contractor for this Phase 2 include:

- Provide recommendations for standardization of survey collection and storage
- Catalogue existing technology and make recommendations for how best to use it
- Provide a roadmap for ideal workflow for data in PCHD
- Create two online modules in Sharable Content Object Reference Model (SCORM) format for staff use
- Final document with findings and recommendations as well as an oral presentation

*Retroactive:

No.

TO: COB 11-21-22 Q
PS: 7
VERS: 4

GMI Approves
AF 11/18/22

NOV21 22PM 1258 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): _____
Expense Amount \$ _____ * Revenue Amount: \$ _____

*Funding Source(s) required: COVID-19 Containment Grant from the CDC

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): 22-080
Amendment No.: 02 AMS Version No.: 04
Commencement Date: 12/06/2022 New Termination Date: 02/28/2023

Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease

Amount This Amendment: \$ 98,600.00

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

*Funding Source(s) required: COVID-19 Containment grant from the CDC via ADHS

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: 11/15/22

Deputy County Administrator Signature: [Signature]

Date: 17 Nov 2022

County Administrator Signature: [Signature]

Date: 11/18/2022

Pima County Department of Health

Project: Data, Informatics and Analytics Consultant

Contractor: STChealth LLC
411 South 1st Street
Phoenix, AZ 85004

UEI: QMGLAR89LLX3

Contract No.: CT-HD-22-080

Contract Amendment No.: 02

Orig. Contract Term: 09/01/2021 - 02/28/2022	Orig. Amount:	\$ 99,500.00
Termination Date Prior Amendment: 02/28/2023	Prior Amendments Amount:	\$ 0.00
Termination Date This Amendment: 02/28/2023	This Amendment Amount:	\$ 98,600.00
	Revised Total Amount:	\$198,100.00

CONTRACT AMENDMENT

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

1. Background and Purpose.

1.1. Background. On September 1, 2021, County and Contractor entered into the above referenced agreement to provide consulting services related to data, informatics and analytics.

1.2. Purpose. County requires additional services.

2. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5, is increased by \$98,600.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$198,100.00. **Exhibit E** (1 page) provides the pricing for the Scope of Services – Phase 2 being added with this Amendment.

3. Scope of Services. The parties wish to add the Scope of Services – Phase 2 in the attached **Exhibit D** (3 pages).

4. 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.

5. **Byrd Anti-Lobbying Amendment.** Contractor certifies that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

6. **§200.216 Prohibition on certain telecommunications and video surveillance services or equipment.**

(a) Recipients and Subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

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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

CONTRACTOR

Michael H. Popovich

Authorized Officer Signature

Michael Popovich, CEO
Printed Name and Title

11/09/2022
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

[Handwritten Signature]

Deputy County Attorney
Jonathan Pinkney

Print DCA Name
11/9/22
Date

APPROVED AS TO CONTENT

[Handwritten Signature]

Department Representative
11/15/22
Date

Exhibit D (3 pages)
Scope of Services – Phase 2
Commencement Date: December 6, 2022

This Scope of Services is to make recommendations for data strategy. The Pima County Health Department Informatics Team has requested input on an overarching data strategy that aligns with the existing technical infrastructure and what they currently have available. The strategy will follow the current Analytics and Data Governance (ADG) practices and rules.

The following table describes the tasks and efforts required to support this Scope, along with the expected delivery milestones and allocated budget Data and Informatics Strategy.

Section 1: Increase Efficiency in Data Systems, by PCHD Division

Action Items	Deliverables
<ol style="list-style-type: none"> 1. Perform two virtual days and one day of in-person interviews with key PCHD staff (TBD determined with PCHD leadership). Goal of interviews is to construct a baseline data collection roadmap and standard operating procedures within the department. 2. Provide recommendations for standardization of survey collection and storage. 3. Catalogue and describe existing technology (software, hardware, security infrastructure), including recommendations for which resources might be reused/ repurposed and which would benefit from updating/ replacement. 4. Provide roadmap for ideal workflow development. 5. Present findings to PCHD leadership in both oral and written formats. 	<ol style="list-style-type: none"> 1. Confirm existing request process after PCHD recent informatics reorganization. 2. Draft informatics/analytics request framework & process, including inter-departmental interaction, request format, prioritization & evaluation criteria. 3. Draft security analysis and recommendations. 4. Review with PCHD. 5. Finalize request process with any necessary revisions. 6. STChealth will provide 3 progress reports (50%, 75%, and 90%, plus the completed product) by 2/28/2023 completion date. Minimum one formal progress report per month.

Section 2: Training Module Creation Strategy

Action Items	Deliverables
<ul style="list-style-type: none"> • Meet with the PCHD training team develop custom online course materials that will train Pima County Health Department (PCHD) staff to collect data efficiently and present to County stakeholders that make data driven decisions. • Review content outline for the online module on 'An Introduction to Data Analytics' with the following topics: <ul style="list-style-type: none"> a. Types of Data Analytics b. Key Considerations c. Data Analysis Process • Review content outline for the online module on 'Data Driven Decision Making for Epidemiologists and Health Analysts' with the following topics: <ul style="list-style-type: none"> a. Types of Datasets Commonly Encountered in PH Research b. Common Limitations of Datasets Encountered in PH c. Understanding your Dataset d. Assumption Testing and Preparing your Dataset for Analyses e. Addressing Common Errors in Univariate, Bivariate, and Multivariate Analyses f. Interpreting Imperfect Data g. Types of Bias and how to Address h. Sensitivity Analyses i. Effectively Communicating Limitations in Datasets j. Presenting Findings to Audiences • Generate a content outline for approval by the PCHD training team on each module. • Generate a storyboard of each online module illustrating the structure, look, and feel for approval by the PCHD training team. 	<ol style="list-style-type: none"> 1. Milestones to align with section I, including time built in for feedback from PCHD stakeholders and leadership 2. Training Kick off to conduct needs analysis, review of training goals, outcomes, and timeline for delivery 3. Content outline for each module provided for approval to the PCHD training team. 4. Storyboard for each module provided for approval to the PCHD training team. 5. STC delivers first draft of content 6. PCHD provides comments and feedback on first draft 7. STC incorporates feedback and delivers second draft of content to PCHD 8. PCHD provides comments and feedback on second draft. 9. STC provides final draft to the PCHD training team as a minimum of two electronic files in SCORM format.

<ul style="list-style-type: none"> • Create the two online modules in Sharable Content Object Reference Model (SCORM) format. • Enable each module with the following attributes: <ul style="list-style-type: none"> a. Modules will have an introduction, content on the topic, a review section with the module summary, and a quiz. b. The modules will be enabled to track progress and demonstrate course completion. • Collect feedback from the PCHD training team allowing for up to 2 revisions following STC's first draft for each of the two modules created. • Provide the PCHD the final electronic files in SCORM format to be hosted and maintained on County's Learning Management System (LMS), including control of the administration, managing learners, and training delivery. 	
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<p>Principal deliverables</p>	<ul style="list-style-type: none"> • Final document including detailed roadmaps and descriptions as described above. • Oral presentation of findings. The PowerPoint presentation used will be provided to PCHD. • Online Modules in SCORM format enabled for hosting and administration on the PCHD LMS.
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Exhibit E (1 page)
Rates

Contractor will be compensated by tasks / deliverables for the Scope of Services in **Exhibit D** according to the following chart:

Deliverable	Amount billable
Contract signed, final timeline agreed upon	\$10,000
First half of training module content (from Section 2)	\$9,000
50% progress report (from Section 1)	\$35,300
Online modules in SCORM format completed	\$9,000
Final document and oral presentation	\$35,300
Total Cost	\$98,600

Please refer to Section #5 of this Contract for additional information about billing and payment.