

TABLE OF CONTENTS

	Page
Attachment A: Offer and Acceptance	2
Attachment B: Designation of Confidential, Trade Secret, & Proprietary Information	3
Attachment C: Notices, Correspondence, Reports and Payments	4
Attachment D: Offeror's Key Personnel	5
Attachment E: References	16
Attachment F: Budget Worksheet	20
Attachment G: Annual Health Start Services Projection Form	22
Attachment H: List of Other Funding Sources	23
Executive Summary	24
Method of Approach (Methodology)	26
Experience and Expertise	34
Appendix A: Zip Code Map of Pima County	41
Appendix B: Pima County Health Department Organizational Chart	42
Appendix C: Health Start Program Organizational Chart	43
Acknowledgement of Amendment #1	44
Acknowledgement of Amendment #2	45
Acknowledgement of Amendment #3	46
Acknowledgement of Amendment #4	47



Offer and Acceptance (Attachment A)

SOLICITATION NO.: ADHS15-00004913

PAGE
1

OFFEROR:

OF
1

ARIZONA DEPARTMENT OF HEALTH SERVICES

1740 West Adams Street

Phoenix, Arizona 85007

(602) 542-1040

(602) 542-1741 Fax

OFFER

TO THE STATE OF ARIZONA:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation and any written exceptions in the offer. Signature also certifies Small Business status.

Pima County Health Department

Company Name

3950 S. Country Club RD Suite 100

Address

Tucson,

AZ

85714

City

State

Zip

francisco.garcia@pima.gov

Contact Email Address

DUNS: 144733792

Signature of Person Authorized to Sign Offer

Francisco Garcia, MD, MPH

Printed Name

Director, Chief Medical Officer

Title

Phone:

520-724-7704

Fax:

520-724-7866

By signature in the Offer section above, the Offeror certifies:

1. The submission of the Offer did not involve collusion or other anticompetitive practices.
2. The Offeror shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 2009-9 or A.R.S. §§ 41-1461 through 1465.
3. The Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Offeror certifies that the above referenced organization ☐ IS/ ☒ IS NOT a small business with less than 100 employees or has gross revenues of \$4 million or less.

ACCEPTANCE OF OFFER

The Offer is hereby accepted.

The Contractor is now bound to sell the materials or services listed by the attached contract and based upon the solicitation, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by the State.

This Contract shall henceforth be referred to as Contract No. _____

The effective date of the Contract is _____


The Contractor is cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives purchase order, contract release document or written notice to proceed.

State of Arizona

Awarded this

_____ day of _____

2015

	Designation of Confidential, Trade Secret & Proprietary Information (Attachment B)		ARIZONA DEPARTMENT OF HEALTH SERVICES 1740 West Adams Street Phoenix, Arizona 85007 (602) 542-1040 (602) 542-1741 Fax
	Solicitation No.: ADHS15-00004913	PAGE 1	
	Description: Health Start Program	OF 2	

All materials submitted as part of a response to a solicitation are subject to Arizona public records law and will be disclosed if there is an appropriate public records request at the time of or after the award of the contract. Recognizing there may be materials included in a solicitation response that is proprietary or a trade secret, a process is set out in A.A.C. R2-7-103 (attached) that will allow qualifying materials to be designated as confidential and excluded from disclosure. For purposes of this process the definition of "trade secret" will be the same as that set out in A.A.C. R2-7-101(52).

This form must be completed and returned with the response to the solicitation and any supporting information to assist the State in making its determination as to whether any of the materials submitted as part of the solicitation response should be designated confidential because the material is proprietary or a trade secret and therefore not subject to disclosure.

All offerors must select one of the following:

_____ My response does not contain proprietary or trade secret information. I understand that my entire response will become public record in accordance with A.A.C. R2-7-C317.

 X My response does contain trade secret information because it contains information that:

1. Is a formula, pattern, compilation, program, device, method, technique or process, AND
2. Derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; AND
3. Is the subject of efforts by myself or my organization that are reasonable under the circumstances to maintain its secrecy.

Please note that failure to attach an explanation may result in a determination that the information does not meet the statutory trade secret definition. All information that does not meet the definition of trade secret as defined by A.A.C. R2-7-101(52) will become public in accordance with A.A.C. R2-7-C317. The State reserves the right to make its own determination of Proposer's trade secret materials through a written determination in accordance with A.A.C. R2-7-103.

If the State agrees with the proposer's designation of trade secret or confidentiality and the determination is challenged, the undersigned hereby agrees to cooperate and support the defense of the determination with all interested parties, including legal counsel or other necessary assistance.

By submitting this response, proposer agrees that the entire offer, including confidential, trade secret and proprietary information may be shared with an evaluation committee and technical advisors during the evaluation process. Proposer agrees to indemnify and hold the State, its agents and employees, harmless from any claims or causes of action relating to the State's withholding of information based upon reliance on the above representations, including the payment of all costs and attorney fees incurred by the State in defending such an action.

Pima County Health Department

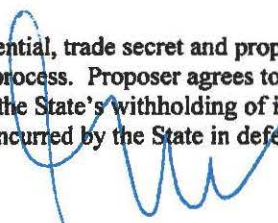
 Company Name

3950 S. Country Club RD Suite 100

 Address

Tucson, AZ 85714

 City State Zip



 Signature of Person Authorized to Sign

Francisco Garcia, MD, MPH

 Printed Name

Director, Chief Medical Officer

 Title

ATTACHMENT C
SOLICITATION NO. ADHS15-00004913

Notices, Correspondence and Payments to the Contractor shall be sent to:

(Print and complete the information below and attach to your Quote in the "Attachments Tab" in ProcureAZ)

Contractor: Pima County Health Department

Attention: Kathleen Malkin, RN, MS

Address: 3950 S. Country Club, Suite 100, Room 2384

Address: _____

City, State, Zip: Tucson, AZ 85714

Telephone: 520-724-7901

E-Mail: Kathleen.Malkin@pima.gov

**ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913**

INSTRUCTIONS:

List all key/essential personnel by name, position and/or title, responsibilities and percent of time assigned to this Contract. "Key Personnel" is defined as directors, managers and supervisors that shall be responsible for the complete delivery of services, schedule, supervision of staff and preparation and delivery of reports. "Essential personnel" is defined as the staff required to perform the assigned task.

Applicant shall attach a resume for each of the key/essential personnel proposed.

[illegible]

**ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913**

GLORIA J. BARRETT

EDUCATION

Doctorate of Education (ABD) - West Virginia University in Advanced Leadership Studies (*emphasis in Technology Education and Adult Learner*) Morgantown, WV (2000)

Masters of Divinity - Pittsburgh Theological Seminary Theology Pittsburgh, PA (1996)

Masters of Science in Nursing - Texas Woman's University Nursing Denton, TX (1977)

Bachelors of Science in Nursing - University of Mary Hardin- Baylor Belton, TX (1974)

LICENSURE & CERTIFICATION

Registered Nurse – AZ RN173282

CPR

Public Health Nurse Ready

Healthy Living: Self-Management of Chronic Disease

Certified Director of Staff Development (*Long-term Care*)

PROFESSIONAL AFFILIATION

American Nurses Association

Arizona Nurses Association

Sigma Theta Tau International – Beta Mu Chapter

Association of Public Health Nurses

VOLUNTEER AFFILIATION

Medical Reserve Corp Southern Arizona Volunteer Nurses

UA Mobile Health Clinic

Augusto and Martha Ortiz Endowment Board

EXPERIENCE

Pima County Health Department, Tucson, AZ

Public Health Nurse Manager, January 2014 – Present

Manager of two health department clinics – East Office, Tucson and Green Valley

Financial Planning and Budget Management

Staff training and supervision

Performance Management

Mentor/Preceptor graduate and undergraduate students (Nursing and Public Health)

Community Collaborations

Assist with organizational planning and accreditation

Conduct and participate in evidence-based research

<p align="center">ATTACHMENT D – Key/Essential Personnel SOLICITATION NO. ADHS15-00004913</p>

Facilitate university partnerships

Public Health Nurse, June 2012 – January 2014

Mentor/Preceptor graduate and undergraduate students

Conduct and participate in evidence-based research

Conduct community needs assessment

Assist with organizational planning, quality improvement and workforce development

Administer child and adult immunizations and TB skin tests

Provide case management through home visitation program for infants through seniors

Provide maternal-child services in the home

Conduct blood pressure clinics, education and referral

Offer basic health services and education at local libraries

Make referrals for services in the community

Collect and report data on health programs

Plan, implement and evaluation community programs

Collaborate with communities partners to promote health, safety and well-being

Facilitate community education

University of California, Sacramento, CA

County Director and Community Development & Public Policy Advisor, November 2001-April 2010

Supervise professional and paraprofessional staff in agriculture, master gardeners, nutrition and youth development programs

Conduct performance evaluations

Provide programmatic guidance

Evaluate professional and paraprofessional staff for appointment and promotion

Monitor and interpret trends, issues and forces affecting the community

Conduct research

Secure and manage department budget

Establish and maintain good relationship with county administrators, supervisors and agency department heads

Design, implement and evaluation community-based caregiver training program

Publish and present at state and national conferences program results

Program Representative III (nutrition & family)

Calaveras and Tuolumne counties, March 2001 – October 2001

Deliver community-based nutrition and health promotion program

Conduct life skills program

Conduct research

Collect data and report data on community nutrition program

Manor Care Health, Walnut Creek, CA

Director, Staff Development, June 2000 – March 2001

ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913

Develop, conduct and document inservice education for registered nurses, licensed practical nurses and nursing assistants

Administer and keep record of employee TB skin test and Hepatitis B vaccine

Provide infection control and wound care

Evaluate staff for hire and promotion

West Virginia University, Morgantown, WV

Nursing Faculty, Extension Educator & County Coordinator Morgantown, WV 1986 - 2000

Develop, teach and evaluate nursing curriculum for associate degree, bachelor's degree and master's degree nursing programs

Provide clinical instruction in the areas of public health, pediatrics, orthopedics, medical/surgical, and emergency room

Provide oversight and management of county office and local volunteers

Plan, implement and evaluation community development programs

Conduct research

Collaborate with local college to plan and deliver local economic development

Evaluate faculty for appointment and promotion

Publish and present program results

Temple Junior College, Temple Texas

Nursing Faculty, June 1982 – 1986

Develop, teach and evaluate nursing curriculum for licensed vocational nursing

Provide laboratory and hospital instruction for student nurses

Evaluate nursing curriculum

Veterans' Administration Hospital, Temple, TX

*Oncology Clinical Specialist, Head Nurse (Medical Surgical), Staff Nurse(Psychiatry and Medical Surgical)
1974 – 1982*

Assess, plan, implement and evaluate nursing care

Document patient plan of care

Supervise professional and paraprofessional nursing staff

Conduct performance evaluation

Provide nursing care to medical and oncology patients

Administer and document medications

Administer chemotherapy in oncology clinic

Develop staffing plan for medical and oncology unit

Mentor graduate students

Present at local, state and national conferences

PUBLICATIONS (Selected)

Young, Tara, **Barrett, Gloria** et al. (2011). Goal Setting: A Strategy for Reducing Health Disparities. Journal of Extension. Vol. 49, No. 2

Barrett, Gloria. (2014). Pima County Public Health Nurses Receive Awards. American Public Health Association, MCH Newsletter, Summer.

ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913

http://action.apha.org/site/DocServer/2014_MCH_Newsletter_apha_annou_NL_Template_June_11.14GGJ.pdf?docID=7301

Barrett, Gloria & Blackburn, Mary. (2010). Aging California: A Review of Caregiver Cost, Services and Support. California Agriculture. University of California: Davis.

Barrett, Gloria & Blackburn, Mary. (2009). Cooperative extension responds to local county caregiver training needs. Journal of the National Extension Association of Family & Consumer Sciences. Vol. 4

Barrett, Gloria. (2009). [Review of the book Seeds of Disaster, Roots of Response: How Private Action Can Reduce Public Vulnerability]. Community Development, 40: 1-11.

Barrett, Gloria (2009). Good To Great. [Review of Book]. Western Extension Leadership Development V
[http://extension.usu.edu/weld/files/uploads/Gloria_Barrett_Book_Review09\[1\].pdf](http://extension.usu.edu/weld/files/uploads/Gloria_Barrett_Book_Review09[1].pdf)

Kaiser, L., Martin, A., **Barrett, G.**, Metz, D., Young, T., McMurdo, T., and Steinberg, F. (2008) Healthy Rewards: Goal-Setting for Nutrition and Physical Activity Change. Journal of Nutrition Education and Behavior Vol. 40, Issue 4, Page S66.

Barrett, Gloria. 2007. African American faith-based group changes behavior. UC Delivers. <http://ucanr.org/delivers/impactview.cfm?impactnum=662>

Blackburn, Mary, Ober, Beth, Segal-Gidan, Freddie, **Barrett, Gloria**. 2007. The Challenge of Aging Californians in the 21st Century: Coping with Chronic Conditions Associated With Living Longer Lives. CA-AFCS Western Regional Conference Proceedings, Los Angeles, CA. February 23-25, 2007

Barrett, Gloria. 2006. *Caregiver Training Program*. National Association of Community Development Extension Professionals Conference Proceedings. San Antonio, TX. February 13-16. p. 29.

Barrett, Gloria, Swanson, Patti, Song, Anna. (2005). *Evaluation of training program for caregivers to aging adults*. Journal of Extension, 43:3.

Barrett, Gloria. (2003). *Caregiver training program*. ANR California Communities Program, Number 9, September. UC Davis.

Barrett, Gloria and Cotter, Anne. (2003). ANR Lifeskills. Volume4, Number 2.

Hardesty, D.C., Jr. 1998 (with assistance of **Barrett, G.**, Cote, L., Curry, C., Fisher, J., Godfrey, G., Knight, R.) *Workforce development and West Virginia. West Virginia University Approach*. Washington, D. C., ERIC Clearinghouse on Higher Education, ERIC Document No. DE 425 690, 98 pp.

Barrett, Gloria. (1990) *Are you a winner*. NursingLife, March/April.

Barrett, Gloria. (1987) *Are you a winner*. Nursing, 90:9.

**ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913**

Gabriela K. Arriaga

EDUCATION

Nursing, Bachelor of Science Degree, June 1995, Otterbein College, Westerville, Ohio.
Liberal Arts Associate of Arts Degree, May 1989, Wilbur Wright College, Chicago
Accounting, Associate of Applied Science Degree, May 1985, Wilbur Wright College, Chicago

LICENSE and CERTIFICATIONS

Registered Nurse in Arizona and Illinois	Certified Childbirth Educator; CCE
Certified Hearing Screener (State of Arizona) 4/2010	CPR/AED CERTIFIED
Vision screener (State of Arizona) 2014	Certified Living well trainer 2014
ASQ-3/ASQ-SE Train the Trainer	Train the Trainer Tobacco Cessation
Infant massage	

EMPLOYMENT

June 2011 to present

Pima County Health Department, Tucson, Az.

- Sr. PHN Nurse Supervisor; Co-coordinator for Health Start Program; supervise 3 Public Health Aides
- Case management of assigned clients
- Integrated Nurse; Immunization and Intake nurse
- MCH home visiting; Senior home visits; NICP home visits in Ajo, Az.
- MCH home visits with Department of Child Safety clients, attend Child Family Team meetings and Team decision meetings
- Family Drug Court home visits
- attended Family Support Services meetings
- Health Start and NICP visits on Tohono O'Odham Reservation
- Teach English /Spanish Prenatal Classes in community.
- Orient and train new Public Health Nurses, oriented Public Health Aides to Health Start Program
- Rash Team, follow-up on communicable disease in community; blood draws/ nasopharyngeal swabs; pharyngeal swabs.
- Community Action Board member, FASD Task Force member
- Sexual and work place harassment managers training
- 12/11 workshop on Gangs in Tucson
- Assess client needs; counsel and refer individuals to full range of services available.

March 2011 to June 2011

Pima County Health Department, Tucson, Az.

- Interim Nurse Manager for East Office.
- Program coordinator for Health Start program.

August 2009 to March 2011.

Pima County Health Department, Tucson, Az.

- Senior Nurse Supervisor for Health Start Program; supervise 5 health aides
- Alternating charge nurse for clinics.
- Implemented and teach English/Spanish Prenatal Classes in community
- Taught Labor and Delivery portion of training to new health aides.

**ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913**

- February-March 2010 Attended IEP workshop series, 1/2010 attended understanding Infant adoption training, 8/2010 Assist-Suicide First Aid training

June 2005 to August 2009

Maxim Home Health, Naperville, Illinois. Home Health Nurse,

- Caring for pediatric clients with tracheotomy's and mic-key buttons
- Attended in-services for ventilator use and negative pressure wound care.

February 1996 to August 2009

DuPage County Health Department, Addison, Illinois

Duties included:

- Family Case Management of assigned clients
- MCH home visiting; including Adverse Pregnancy Outcome (APORS).
- Grief counseled moms who suffered fetal demise or SIDS deaths.
- Trained in Healthy steps and administering ASQ developmental screening.
- Implemented and exclusively taught Spanish Expectant Parenting classes At Michael Lane Resources Center. Developed curriculum and forms used for class.
- Taught Spanish Expectant parenting classes at Michael Lane resource center and at Glen Oaks Hospital with 3 co-workers, alternating teaching.
- Worked with car seat program to provide car seats for clients who completed prenatal classes.
- Emergency preparedness site assigned and charge nurse (11/2005)
- Supervised two (2) interpreters and four (4) PHN's
- Served as Computer liaison person between North Public Health Office, CHS Department and MIS, now known as IT.
- Children's Clinic Charge Nurse, Scheduled and trained nurses for clinic.
- Served on the Staff Advisory committee
- Promoted to Senior Public Health Nurse (9/2000).
- Immunization Charge Nurse; responsible for supervising and training nurses during Immunization clinic, vaccine accountability report and ordering vaccines every Worked prenatal program as Charge Nurse.
- Worked part-time for Family Planning Program and as Charge Nurse (6/1997 to 4/1998).
- Previously served on other committees including IPLAN Breast Cancer committee.
- Supervised and evaluated unannounced mock CPR/AED training.

PERSONEL

Member of Medical Reserve Corp.

Bilingual (English/Spanish)

Current President of (HOA) home owners Association 2014

Treasurer for INA District 19, from 6/98 to 6/2002.

Delegate of INA District19, four years.

Volunteer at Addison Community Switchboard, served as liaison to Health Department, Community Switchboard food pantry, until 08/09.

Volunteer, Arthur G. James Cancer Hospital Columbus, Ohio. September 90-October 91.

ATTACHMENT D – Key/Essential Personnel SOLICITATION NO. ADHS15-00004913

Patricia Lopez

OBJECTIVE

Experienced community educator in health and nutrition. Considerable knowledge of available resources in the community. Able to plan and organize education lessons. Bilingual - able to speak, translate and interpret English and Spanish fluently.

WORK EXPERIENCE

Pima County Health Department

Health Start Program 11/02 to current

Tucson, Az.

Public Health Aide/Community Health Worker

- Support and refer pregnant women, and women with young children, to available community resources.
- Conduct home visits
- Gain considerable knowledge of Child development
- Educate and encourage women to succeed in their role as parents.
- Provide information to help women and their families stay healthy.
- Document home visits in client's automated family folder
- Perform urinary pregnancy tests

Trainings for Screening

- Alcohol, Tobacco and other Drugs First Visit Screening Tool
- Edinburgh – Prenatal/Postpartum Screening Tool
- Health Start Program Relationship Assessment Tool
- Healthy @ Home Arizona Home Safety and Family Wellness Assessment

Mariposa Community Health Center

WIC and Food Plus Programs 09/99-10/02

Nogales, Az.

Community Nutrition Worker

- Screen, enroll, certify and re-certify eligible WIC/FP participants, for nutrition benefits.
- Educate, providing classes on nutrition related topics, healthy pregnancies and staying healthy.
- Provide education/support to women who were breastfeeding their babies.

CERTIFICATIONS – TRAININGS

Health Start Fall Contractors Meeting/Training

10/14 Phoenix, Az.

ASQ Social-Emotional Questionnaire Training

10/14 Tucson, Az.

Annual Strong Families Conference

09/14 Phoenix, Az.

Healthy Moms, Happy Babies DV Training

08/14 Tucson, Az.

Relationships between Parents and Infants/Toddlers

05/14 Tucson, Az.

Raising Awareness of Human Trafficking

04/14 Tucson, Az. **Breastfeeding Basics II/Current Trends in**

Breastfeeding 04/14 Tucson, Az.

Annual Family Support Alliance Conference

04/14 Tucson, Az.

Health Start Spring Contractors Meeting/Training

03/14 Phoenix, Az.

Certified Infant Massage and Early Bonding Specialist

08/13 Tucson, Az.

Train the Trainer – Your Heart, Your Life Training

07/12 Phoenix, Az.

Certified Child Passenger Safety Technician

12/03 to 03/14 Tucson, Az.

Certified Breastfeeding Counselor 06/00

Central Arizona College

EDUCATION

Universidad Tecnológica de México (Some College) 08/86 to 12/88 Mexico City

Escuela “Preparatoria Cuautitlán” (High School) 08/81 to 06/84 State of Mexico

ATTACHMENT D – Key/Essential Personnel SOLICITATION NO. ADHS15-00004913

Erika S. Ramírez

OBJECTIVE

Experienced community educator in family planning, parenting, and health and nutrition education. Considerable knowledge of available resource in the community. Able to plan and organize education lessons. English, Spanish, American Sign Language.

WORK EXPERIENCE

Pima County Health Department 11/09 – present. Tucson, AZ

Health Start Program

Public Health Aide

- Provide participants with prenatal and family health education.
- Conduct home visits.
- Gain considerable knowledge of child development.
- Document home visits in client's automated family folder.
- Perform urinary pregnancy tests.
- Home safety and domestic violence assessments

Santa Cruz County Schools 03/04 – 05-05 Nogales, AZ

Literacy Instructor

- Provide English education to adults.
- Plan lessons
- Follow department of education standards.

Child and Family Resource Inc. 10/02 – 08/05 Nogales, AZ

Instructor

- Provide communication, parenting and anger management education to families.
- Support participants with family issues.
- Refer families to community agencies.

Mariposa Community Health Center 08/96 – 07/03 Nogales, AZ

Data Entry Clerk

- Enter medical and patient information into database.
- Enroll women on Well Women Healthcheck Program.
- Determine income, residence and age eligibility.

EDUCATION

Nogales High School Nogales, AZ 1994

Community Health Advisor Certificate. Pima Community College Tucson, AZ 2000–2001

Social Services Certificate. Pima Community College Tucson, AZ 1994-1999

CERTIFICATIONS

- Certified Breastfeeding Counselor
- Certified Car Seat Technician
- CPR Certified

TRAININGS

- Postpartum Depression Screening
- Healthy at Home Assessment
- Domestic Violence Assessment
- Ages and Stages Assessments
- Alcohol and Tobacco Screening

**ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913**

Lilly McCauley

Objective: Experienced community educator in family planning, parenting, and health and nutrition education. Considerable knowledge of available resource in the community. Able to plan and organize education lessons. Bi-lingual: English, Spanish

Experience:

Pima County Health Department 2011 to Present. Tucson, AZ
Health Start Program
Public Health Aide

- Provide participants with prenatal and family health education
- Conduct home visits
- Gain considerable knowledge of child development
- Document home visits in client's automated family folder
- Perform urinary pregnancy tests
- Home safety and domestic violence assessments

Training

- CPR certified
- Breastfeeding counselor
- Healthy @ Home Assessment
- Domestic violence
- Prenatal/postpartum Assessment
- Ages and Stages Assessments
- Alcohol and tobacco screening
- Billing

2001-2010 MP and Associates, Las Vegas, NV
Administrative Assistant

- Achieved exceptional administrative office support
- Coordinated database and developed spreadsheets using Microsoft Office
- Bookkeeping

2005-2009 Nevada Imaging Center, Las Vegas, NV
Office Assistant

- Answered phones and established customer support
- Organized office materials
- Data Entry

1993-1999 Phelps Dodge Freeport, Tyrone, NM
Heavy Equipment Operator

- Long haul truck driver
- Operated heavy machinery

Education:
1971-1974

Cobre High School, Bayard, NM
Graduate

- Certificate of Phlebotomy

Skills:

- Microsoft Excel, PowerPoint, Word, and Publisher
- Outstanding Organizational Skills
- Professional Phone Skills and Superb Customer Service
- Typing and 10 key

**ATTACHMENT D – Key/Essential Personnel
SOLICITATION NO. ADHS15-00004913**

**PUBLIC HEALTH AIDE
HEALTH START PROGRAM
JOB DESCRIPTION**

POSITION: Community Health Worker

RESPONSIBLE TO: Health Start Program Coordinator

FUNCTION: Provide outreach services, information and education to women in targeted neighborhoods who are at risk for poor prenatal care and provide support and advocacy to help them access the resources they need.

DUTIES AND RESPONSIBILITIES: Provide outreach services to identify women in need of prenatal care in targeted neighborhoods. Outreach strategies include, but are not limited to, door to door canvassing, community presentations, distribution of flyers and word of mouth promotion.

Provide clients with information on the Health Start Program and assist with registration and enrollment.

Provide information, education and support to program participants through informal contact, home visits and support group meetings in the areas of:

- * perinatal care
- * breast feeding
- * immunizations
- * nutrition
- * parenting skills
- * basic child development

Provide information on services for families, including preventive health care and child wellness, early childhood education, employment and financial assistance and assist clients to access these services.

Maintain written and or electronic client records documenting outreach and services provided to program participants.

Work collaboratively and provide peer supervision and support to other LHW's or promotoras in the program.

QUALIFICATIONS: Bilingual English/Spanish preferred.

Some proficiency reading and writing in both English and Spanish.
High School diploma or GED desirable but not required.

<p style="text-align: center;">ATTACHMENT E – REFERENCES SOLICITATION NO. ADHS15-00004913</p>

(Two (2) references are required)

Do not use references from any past or current contracts with ADHS. Do not use any current ADHS employee as a reference.

Contract Title: Family Drug Court- Family Preservation Grant

Contract Term/Dates of Work: Work 09/14 through Present

Reference Company: Pima County Juvenile Court

Contact Person: Maureen Accurso, Family Drug Court Supervisor

Telephone: 520-724-4780

Address: 2225 E Ajo Way
Tucson, AZ 85713

Description of Services Performed:

"Public Health Nursing Home Visitation Services" program funded by the Children and Family Futures *Prevention and Family Recovery*

Public Health Nurses will utilize best practice case management programs and make recommendations for interventions to address developmental delays in children, with the goal of strengthening parenting abilities of program participants, while enhancing family functioning and well-being, and preventing future child maltreatment as services strengthen and sustain comprehensive family-centered care.

The program will conduct home visitations utilizing best-practice case management techniques to provide family-centered care which enhances family functioning and well-being. Mothers are screened for perinatal and post-partum depression, substance abuse, and domestic violence and conduct development screenings for the children. Community referrals are made as appropriate to the client's needs.

Twelve public health nurses from the North, South and East offices have responded to (40) referrals during September 2014 through February 2015. Initial home and Court visits were conducted for (27) FDC program participants. During these visits, public health nurses conducted physical and immunization assessments, provided community resources, medical and dental referrals, basic nutrition information and screening for depression. Ages and Stages (screening assessment) Activities for development discussed with some participants to teach age appropriate interaction for children and parents. Public health nurses provided food baskets and toys to selected participants during the holiday season.

See attached signed Letter of Support

SUPERIOR COURT OF THE STATE OF ARIZONA

Pima County Juvenile Court
2225 EAST AJO WAY
TUCSON, ARIZONA 85713-6295
(520) 724-2068
FAX (520) 724-2222

Tina Mattison
Deputy Court Administrator

John Schow
Director, Juvenile Court Services

March 27, 2015

Ms. Kathleen Malkin

Family Drug Court has had the pleasure of working with the Pima County public health nurses since 2014 and we are very grateful for all of their support for our clients. The public health nurses go above and beyond in scheduling home visits with our clients as well as providing assistance and resources for them. Nurse Manager, Gloria Barrett, has arranged for one of the nurses to come to Family Drug Court on Wednesdays to make it easier for our clients to complete their intake. We truly feel that the public health nurses are a dedicated group and have so much to offer our community.

It is without a doubt that Health Start Program would benefit greatly having the Pima County Public Health Nurses involved.

Please feel free to contact me if you have any further questions.

Sincerely,



Maureen Accurso
Family Drug Court Supervisor
Pima County Juvenile Court Center
2225 E Ajo Way
Tucson, AZ 85713
(520) 724-4780

<p style="text-align: center;">ATTACHMENT E – REFERENCES SOLICITATION NO. ADHS15-00004913</p>

Contract Title: Library Nurse Program

Contract Term/Dates of Work: Work Jan 2012 through Present

Reference Company: Pima County Public Library

Contact Person: Amber Matthewson, Deputy Director

Telephone: 520-594-5650

Address: 101 N. Stone Ave.
Tucson, AZ 85701

In collaboration with Pima County Public Library the Pima County Public Health Nursing Division reach a cross section of the population to provide access to public health nurses promoting health and wellness through presentations and screenings. Our nurses are available to answer questions posed by staff and any library patron regarding health and health literacy. We provide flu vaccines during flu season for uninsured adults. In the past year we have provided 6,835 encounters, 1883 Nursing interventions, identified 329 individuals without insurance, assisted 65 people to connect with a medical home, and saw a 7% decrease in 911 calls from the previous year.

See attached signed Letter of Support



PIMA COUNTY PUBLIC LIBRARY

Administrative Offices
101 N Stone Avenue
Tucson, AZ 85701

520.594.5600
www.library.pima.gov

March 18, 2015

Dear Dr. Garcia,

The Pima County Public Library is committed to supporting the Pima County Health Department's Health Start.

One of the Pima County Public Library's priorities is to advocate for the health and well-being of young children and families. Our agency has worked closely with the Pima County Health Department's (PCHD) Public Health Nursing Division to develop the Library Nurse Program which has been nationally recognized by both library and public health organizations and has received attention internationally with other agencies seeking to replicate it. This collaboration has been beneficial for families, the community and our agencies.

We are confident that the Health Start program will meet unmet needs in the community and we are pleased to support their work through the PCHD.

Sincerely,

Amber D. Mathewson

Amber D. Mathewson
Deputy Director
Pima County Public Library
101 N. Stone Ave.
Tucson, AZ 85701
(p)520-594-5650
(f)520-594-5621

ATTACHMENT F – Budget Worksheet

SOLICITATION NO. ADHS15-00004913

Itemized Service Budget Name of Agency:

***Do not use "cents" on projected expenses. Round up or round down.**

1. Personnel (use additional pages, if necessary)					
Position/Title	Name of Employee	Total Annual Salary	FTE %*	Health Start	Total Salary for % Allocated
CHW	Patricia Lopez	\$26,125	100		
CHW	Lilly McCauley	\$25,459	100		
CHW	Erika Ramirez	\$25,709	100		
CHW	Vacant	\$12,854	50		
OSLIII	Mayra Comacho	\$ 27,768	12		\$125,895
PHN Supervisor	Gabriela Arriaga	\$60,133	40		
Nurse Manager	Gloria Barrett	\$71,926	11		
<div style="display: flex; align-items: center;"> <div style="margin-right: 20px;"> <p>TOTAL</p> </div> <p>*must be "WHOLE" percentages (Do not use 25.3% –it is either 25% or 26% ex.)</p> </div>					
2. Employee Related Expenses					
Item	Basis				
FICA					\$ 7,806
Medicare					\$1,825
Unemployment Insurance					\$214.02
Worker's Compensation					\$390.28
Retirement					\$14,528.33
Life Insurance					\$50
Health Insurance					\$12,413
Dental					\$818
TOTAL					\$38,045
3. Professional and Outside Services					
Item	Basis				
Name: TBD					
Organizational Affiliation: TBD					
No. Of Hours of Consultation: 48					
					\$3,840
<u>Expected Rate of Compensation per hour: \$80/Hr</u>					
TOTAL					\$3,840
4. Travel Expenses					
Item	Basis				
Basis \$0.445/mile (x)4,000 miles					
*Reimbursement Per the ADOA General Accounting Office guidelines www.gao.az.gov/travel/					
					\$1,780
TOTAL					\$1,780
5. Occupancy Expenses					
Item	Basis				
In-Kind					
					\$0
TOTAL					

ATTACHMENT F – Budget Worksheet
SOLICITATION NO. ADHS15-00004913

6. Other Operating

Pregnancy test kits (200 kits)	\$200	
Care Facts License (6)	\$1650	
Mailing billing	\$200	
Literature, DVDs	\$2,690	
Outreach/billing	\$1500	\$11,008
Background check (1 position)	\$100	
Advertising for vacant position	\$300	
Desktop for 2 staff	\$2,400	
Data, phone line charges x3 lines	\$1,404	
Cellular Smart Phone	\$564	
	TOTAL	\$11,008

7. Capital Outlay Expenses

Item	Basis	
		\$0
	TOTAL	\$0

8. Other

Item	Basis	
Item Indirect	Basis 20.53% of Salary and benefits	\$33,657
	TOTAL	\$33,657
	**GRAND TOTAL	\$215,885

ATTACHMENT G – Annual Health Start Services Projection Form
SOLICITATION NO. ADHS15-00004913

			FREQUENCY		
REQUIRED SERVICES	UNIT OF MEASURE	UNIT RATE	HEALTH START	HEALTH START \$	Required Services TOTAL \$
Data Preparation	Per Month	\$255.00	12	\$3060.00	\$3060.00
Client Enrollments	Per Person	\$105.00	180	\$18,900.00	\$18,900.00
Client Visits Prenatal	Per Person	\$105.00	380	\$39,900.00	\$39,900.00
Client Visits Family Follow-Up	Per Person	\$105.00	950	\$99,750.00	\$99,750.00
Multiple-Child Visits	Per Child	\$50.00	49	\$2,450.00	\$2,450.00
Alcohol, Tobacco, Other Drugs Screening Visits	Per Visit	\$130.00	124	\$16,120.00	\$16,120.00
Brief Intervention Visits	Per Person	\$150.00	15	\$2,250.00	\$2,250.00
Healthy @ Home Assessments	Per Person	\$100.00	150	\$15,000.00	\$15,000.00
Nurse Consultation	Per Hour	\$130.00	48	\$6,240.00	\$6,240.00
Social Work/LPC Consultation	Per Hour	\$80.00	48	\$3,840.00	\$3,840.00
Training - CHW/Coordinator	Per Person/Per Day	\$170.00	24	\$4,080.00	\$4,080.00
TOTAL					\$0.00
OPTIONAL SERVICES	UNIT OF MEASURE	UNIT RATE	HEALTH START	HEALTH START \$	OPTIONAL Services TOTAL \$
Pregnancy Test Visits	Per Person	\$100.00	15	\$1,500.00	\$1,500.00
Prenatal Visit - Birth Doula Support	Per Birth/Per 24-Hour Period	\$0.00	0	\$0.00	\$0.00
Classes for Clients	Per Class	\$280.00	10	\$2,800.00	\$2,800.00
TOTAL					\$215,890
TOTAL ANNUAL CONTRACT AMOUNT				\$215,890	

ATTACHMENT H – LIST OF OTHER FUNDING SOURCES
SOLICITATION NO. ADHS15-00004913

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source that may be utilized to support the proposed program. Also list all funding received by your agency that is utilized to provide related services. Use a continuation sheet if necessary.

Type of Funding (Federal, State, local, other)	Received From	Amount	Term of Funding (Effective date/Ending date)
NFP (Federal)MIECHV	ADHS	\$798,931	10/01/14-09/30/2015
Federal MIECHV	ADHS	\$148,000	10/01/14-09/30/2015
TOTAL:		\$ 946,931	