



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

Requested Board Meeting Date: October 6, 2015

or Procurement Director Award ☐

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

Project Title/Description:

Public Health Emergency Preparedness Program

Purpose:

Engage in and implement collaborative, community focused emergency health planning to address biological, chemical, radiological, or natural disaster events that result in public health threats or emergencies.

This amendment serves two purposes: 1) add scope and funding for FY2016 activities related to preparedness and response; and 2) change the contract number under which the IGA is registered in ProcureAZ. All contracts that were in process on July 1, 2015 when a new Statewide system took effect are required to begin with ADHS16*.

Procurement Method:

N/A

Program Goals/Predicted Outcomes:

1. Develop effective plans and resource capacity for the Pima County Health Department (PCHD) to respond to public health emergencies.
2. Coordinate with community, county, state, tribal, and federal partners to build community preparedness and strengthen the Department's capacity to rapidly identify diseases and initiate prevention and control activities.
3. Ensure effective, secure communication infrastructure for rapid communication between PCHD and its partners.
4. To effectively communicate health/risk information to the public and key partners.

Public Benefit:

Increase in preparedness and capacity to address emerging public health threats or emergencies in Pima County.

Metrics Available to Measure Performance:

1. Written plans that include processes for collaborating with public health, medical, and emergency response partners to address the needs for the County's identified hazards.
2. Collaboration with agencies that serve functional needs populations in Pima County, with written plans that address collaborative efforts.
3. Demonstrate the ability to accept, manage, and return assets provided as part of an emergency response.
4. Investigation, reporting, and response to cases of infectious disease in Pima County.
5. Outbreak investigations initiated within 24 hours of receipt of report.
6. Department participation in training, exercises, and testing of state and local emergency procedures and notification systems.

Retroactive:

Yes. Effective date is retroactive to July 1, 2015. Pima County received document from ADHS on Aug. 28, 2015.

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*17
Amendment No.: nine AMS Version No.: 1
Effective Date: July 1, 2015 New Termination Date: 8/30/16 (no change)
☐ Expense ☒ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$687,297.00
Funding Source(s): Federal via ADHS

Cost to Pima County General Fund: \$0.00

Contact: Sharon Grant
Department: Health Telephone: 724-7842
Department Director Signature/Date: [Signature] 8 Sep 15
Deputy County Administrator Signature/Date: [Signature] 9-14-15
County Administrator Signature/Date: [Signature] 9/15/15
(Required for Board Agenda/Addendum Items)



**INTERGOVERNMENTAL AGREEMENT (IGA)
AMENDMENT**

**ARIZONA DEPARTMENT
OF HEALTH SERVICES**
1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 Fax
Procurement Officer
Ana Shoshtarikj

Contract No. **ADHS15-096707**

Amendment No. **9**

Emergency Preparedness Program

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

1. Replace Amendment Six (6) Price Sheet, with Price Sheet of this Amendment Nine (9). The Total Price Sheet amount for FY16 is **\$687,297.00**.
2. Replace Amendment Six (6) Attachment A with Attachment A, Budget Period Four (4), County Requirements and Deliverables Document of this Amendment Nine (9).
3. Pursuant to the Uniform Terms and Conditions, Provision Six (6), Contract Changes, Contract No. ADHS15-096707 is changed to **ADHS16-100124** due to a system change.

All other provisions of this agreement remain unchanged.

Pima County Health Department

Contractor Name

3950 South Country Club Road

Address

Tucson AZ 85714

City State Zip

CONTRACTOR ATTORNEY SIGNATURE

Pursuant to A.R.S. § 11-952, the undersigned public agency attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

Paul J. Ferrera

Signature

8.28.15

Date

Paul J. Ferrera

Printed Name

Attorney General Contract No. P00120143000078, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

Signature
Assistant Attorney General

Printed Name:

CONTRACTOR SIGNATURE

Contractor Authorized Signature

Printed Name

Title

This Intergovernmental Agreement Amendment shall be effective the date indicated. The Public Agency is hereby cautioned not to commence any billable work or provide any material, service or construction under this IGA until the IGA has been executed by an authorized ADHS signatory.

State of Arizona

Signed this _____ day of _____, 20____

Procurement Officer

Reserved for use by the Secretary of State

Under House Bill 2011, A.R.S. § 11-952 was amended to remove the requirement that Intergovernmental Agreements be filed with the Secretary of State.

REVIEWED BY:

Marcus Thompson
Appointing Authority or Designee
Pima County Health Department

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PRICE SHEET

Budget Period Four (4)

July 1, 2015 – June 30, 2016

Fixed Price

Description	Quantity	Unit Rate	Total Amount
CDC Deliverables for Public Health Emergency Preparedness - PHEP	1	\$687,297.00	\$687,297.00

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ATTACHMENT A

PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP)

COUNTY REQUIREMENTS & DELIVERABLES DOCUMENT

Budget Period Four (BP4)

Period of Performance:
(July 1, 2015 – June 30, 2016)

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1. INTRODUCTION

- 1.1 Approaching Budget Period Four (BP4), July 1st, 2015 through June 30th, 2016, continuous efforts are made to expand the preparedness capabilities based on the Five (5) Year Plan and the Capability Planning Guide (CPG) data. Based on the above, and the guidance set forth by the Center for Disease Control (CDC), Arizona Department of Health Services (ADHS) has developed the Requirement and Deliverable Document for the Counties.
- 1.2 The first section of this document outlines the requirements set forth by CDC and ADHS that all County partners will need to address to ensure they are met during BP4. The County Deliverables section covers the expected goals, objectives and outcomes for each capability within BP4. Progress on these goals and objectives will be measured throughout the year, through frequent communication and mid-year reporting.
- 1.3 Deliverables Table and Appendix One (1) incorporated herein, provide additional information for the County partners.

2. PROGRAM REQUIREMENTS

As a recipient of PHEP funds from the Arizona Department of Health Services (ADHS), you are required to adhere to Federal and State grant requirements. Below you will find a list of the program requirements for the PHEP grant.

3. GRANT MEETINGS

- 3.1 Grantee shall attend the following ADHS Sponsored Grant Meetings (two (2) events annually):
 - 3.1.1 Attend semi-annual ADHS sponsored All-Partners Workshop;
 - 3.1.2 Attend Regional ADHS sponsored Business Meeting
- 3.2 ADHS will hold one (1) business meeting in each of the four (4) Healthcare Coalition Regions within the State.

4. HEALTHCARE COALITION MEETING

- 4.1 Grantee shall participate in quarterly Healthcare Coalition meetings in the appropriate region. Regions are divided as follows:
 - 4.1.1 **Northern Region**
 - 4.1.1.1 County Representatives: Apache County, Coconino County and Navajo County;
 - 4.1.1.2 Tribal Representatives: Hopi Tribe, Kaibab-Paiute Tribe and Navajo Nation.
 - 4.1.2 **Western Region**
 - 4.1.2.1 County Representatives: La Paz County, Mohave County and Yavapai County;
 - 4.1.2.2 Tribal Representatives: Colorado River Indian Tribe and Fort Mojave Indian Tribe.
 - 4.1.3 **Central Region**
 - 4.1.3.1 County Representatives: Gila County, Maricopa County and Pinal County;
 - 4.1.3.2 Tribal Representatives: Gila River Indian Community, San Carlos Apache Tribe and White Mountain Apache Tribe.

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4.1.4 Southern Region

4.1.4.1 County Representatives: Cochise County, Graham County, Greenlee County, Pima County, Santa Cruz County and Yuma County;

4.1.4.2 Tribal Representatives: Cocopah Tribe, Pascua Yaqui Tribe, Tohono O'odham Nation and Fort Yuma Quechan Tribe.

5. FINANCIAL REQUIREMENTS

5.1 Match Requirement

The PHEP award requires a ten percent (10%) "in-kind" or "soft" match from all the grant participants. Each recipient shall include in their budget submission, the format they will use to cover the match and method of documentation. Failure to include the match formula will preclude funding.

5.2 Inventory

Inventory list shall be provided to ADHS, as part of the midyear report. Inventory List shall include all capital equipment (items over five thousand dollars (\$5,000.00) each).

5.3 Budget Allocation

5.3.1 Budget tool developed by ADHS shall be completed and returned to ADHS for review and approval. ADHS will not release funding to the County prior to budget being approved.

5.3.2 All activities and procurements funded through the PHEP grant shall be aligned with the budget/spend and work plan, what shall help in reaching the goals and objectives outlined in this document. Any items and activities that are not specifically tied to the PHEP program capabilities shall be approved by ADHS before PHEP funds can be utilized on those activities/items.

5.3.3 Counties shall follow the applicable Office of Management and Budget (OMB) Circulars and Cost Principles when developing the budget and throughout the period of performance.

5.4 Grant Activity Oversight

Each County must maintain a full-time, part-time, or appointed PHEP Coordinator who shall have the responsibility for oversight of all grant related activities. The PHEP Coordinator shall be the main point of contact for ADHS in regards to the PHEP grant. The PHEP Coordinator shall work closely with ADHS to ensure all deliverables and requirements are met. The individual shall also coordinate all activities surrounding any onsite monitoring visits conducted by ADHS.

5.5 Employee Certifications

PHEP Recipients are required to adhere to all applicable federal laws and regulations, including applicable OMB Circulars and semiannual certification of employees who work solely on a single federal award. The certification forms shall be prepared at least semiannually and signed by the employee or a supervisory official, having firsthand knowledge of the work performed by the employee. Employees that are split funded are required to maintain Labor Activity Reports (to be provided as requested). These certification forms must be retained in accordance with 45 Code of Federal Regulation, Part 92.42.

5.6 Performance

Failure to meet the deliverables and performance measures described in the Scope of Work may result in withholding from a portion of subsequent awards.

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6. EXERCISE REQUIREMENTS

6.1 Emergency Operation Coordination

- 6.1.1 Maintain documentation of all collaborative efforts with local and State emergency management
- 6.1.2 The County PHEP program must establish and maintain a collaborative working relationship with emergency management. This must include but not be limited to; Emergency communication plan, strategies for addressing emergency events, including the management of the consequences of power failures, natural disasters and other events that would affect public health.
- 6.1.3 Jointly participate with emergency management in an ADHS sponsored table top, functional exercise or other activity

6.2 Multi-Year Training and Exercise Workshop (MYTEP)

- 6.2.1 Each County shall participate in the annual ADHS Training and Exercise Planning Workshop.
 - 6.2.1.1 Workshop date: TBD.

7. EXERCISE IMPLEMENTATION CRITERIA

7.1 Homeland Security Exercise and Evaluation Program

Sub-awardees shall conduct preparedness exercises in accordance with the HSEEP fundamentals including:

- 7.1.1 Exercise Design and Development;
- 7.1.2 Exercise Conduct;
- 7.1.3 Exercise Evaluation; and
- 7.1.4 Improvement Planning.

More information on the April 2013 HSEEP guidelines and exercise policy is available at <https://hseep.preptoolkit.org/>

7.2 At-Risk Individuals

Grantee shall include provisions for the needs of at-risk individuals within each exercise. HPP-PHEP sub-awardees shall report on the strengths and areas for improvement identified through the coalition based exercise After Action Report and Improvement Plan (AAR/IP). Information about the U.S. Department of Health and Human Services' definition of "at-risk" population may be obtained from the following website: <http://www.phe.gov/Preparedness/planning/abc/Pages/at-risk.aspx>

7.3 Sub-awardees conducting joint exercises shall include participation from healthcare coalitions (including at a minimum, hospitals, public health departments, emergency management agencies, and emergency medical services) and public health jurisdictions. Joint exercises shall meet multiple program requirements, including HPP, PHEP, and Strategic National Stockpile/Cities Readiness Initiative requirement to help minimize the burden on exercise planners and participants.

7.4 Exercises conducted with funding from other preparedness grant programs with similar exercise requirements may be used to fulfill the joint HPP-PHEP exercise requirements if HHS preparedness capabilities are tested and evaluated.

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7.5 Exemption

County response and recovery operations supporting real incidents could meet the criteria for this annual exercise requirement, if the response was sufficient in scope and the AAR/IPs adequately detail which public health emergency preparedness (PHEP) capabilities were tested and evaluated. This shall be addressed on an as-requested basis.

8. EXERCISE EVALUATION CRITERIA

8.1 PHEP exercises shall address Public Health Preparedness (PHP) Capabilities in all qualifying exercises. If using FEMA Core Capabilities, a cross-walk shall be produced mapping PHP capabilities with core capabilities.

8.2 At a minimum, each County shall demonstrate and validate Public Health's ability to gain situational awareness of their hospital network through participation in resource and information management as outlined in the HPP-PHEP aligned capabilities.

8.2.1 These capabilities are:

8.2.1.1 Capability 3: Emergency Operations Coordination; and

8.2.1.2 Capability 6: Information Sharing.

9. INFORMATION SYSTEMS REQUIREMENT

The County shall:

9.1 Have access to a secure alerting system, that at a minimum has the ability to send email, faxes, and phone/ text alerts;

9.2 Participate in the Communication Pathway scenarios developed and sent out by ADHS Information Services Group; and

9.3 Utilize communication systems, which may include: HSP, EMResource, EMTrack, ESAR-VHP, AZHAN, IRMS, 800 radios or WebEOC.

9.3.1 ADHS will provide training on the systems and platforms as needed.

10. REPORTING DELIVERABLES

Progress on the deliverables, performance measures, and activities funded through the PHEP grant shall be reported on in a timely manner, to ensure ADHS has adequate time to compile the information and submit to CDC.

10.1 Mid-Year Report

10.1.1 ADHS shall send out the Mid-Year report templates in advance of the Due Date.

10.1.1.1 Due Date: TBD

10.1.2 ADHS shall provide the CDC Performance Measures templates (if applicable) in advance of the Due Date.

10.1.2.1 Due Date: TBD