



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

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: March 5, 2019

**\* = Mandatory, information must be provided**

or Procurement Director Award ☐

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

Arizona Department of Health Services (ADHS)

**\*Project Title/Description:**

Home Visiting Services for MIECHV (Maternal, Infant and Early Childhood Home Visiting program). Also known as the Nurse Family Partnership.

**\*Purpose:**

The purpose of this grant is to deliver an evidence-based home visitation program (public health program) that empowers low-income, first time mothers to develop the skills necessary to become self-reliant parents and more self-sufficient members of their community.

**\*Procurement Method:**

Not applicable - grant award.

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

Nurse-Family Partnership Goals include: Improve pregnancy outcomes by assisting women to make choices that improve their prenatal health. Improve child health and development by aiding parents to deliver sensitive and competent care-giving. Improve parental life-course by helping parents to develop a vision for their future, plan subsequent pregnancies, continue their education and find work.

**\*Public Benefit:**

The national Nurse-Family Partnership model has over 30 years of evidence-based outcomes that show improved pregnancy outcomes; reduction in child maltreatment and abuse; improved school readiness; improved maternal outcomes, including greater economic self-sufficiency and fewer criminal convictions; and increased father presence and partner stability. Research evidence has shown that Nurse-Family Partnership delivers multi-generational outcomes that benefit communities and reduce many of the costs associated with social service programs.

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

1. Increased number of pregnancies carried to full-term at 40 weeks.
2. Decreased number of low birth weight infants.
3. Increased number of mothers initiating breastfeeding at birth.
4. Increased number of infants exclusively breastfed at 6 months of age.
5. Number of children assessed as current with immunizations.
6. Number of children reported to have been screened for lead poisoning.
7. Number of children with Ages & Stages Developmental Screenings, and Ages & Stages Social Emotional Screenings completed at appropriate ages.
8. Number of emergency room visits or hospitalizations for injury or ingestion, by age.
9. Number of subsequent pregnancies.
10. Number of mothers enrolled in school.
11. Number of diplomas or GEDs completed.
12. Number of mothers working or gaining employment during the program.
13. Use of government assistance.
14. Number of mothers and children that graduate from the program.

**\*Retroactive:**

Yes. Amendment is effective 01/01/2019. Amendment was received from ADHS on 02/07/2019.

**Contract / Award 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) required:**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? \_\_\_\_\_

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 22-73.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_

Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_

Effective Date: \_\_\_\_\_ New Termination Date: \_\_\_\_\_

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ \_\_\_\_\_Is there revenue included? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_**\*Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_**Grant/Amendment Information** (for grants acceptance and awards)☒ Award ☐ Amendment

Document Type: GTAW Department Code: HD Grant Number (i.e., 15-123): 19-87

Effective Date: 01/01/2019 Termination Date: 12/31/2023 Amendment Number: 00

☐ Match Amount: \$ \_\_\_\_\_ ☒ Revenue Amount: \$ 367,135.00**\*All Funding Source(s) required:** U.S. Health Resources and Services Administration (HRSA)**\*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)?** received via the Arizona Department of Health Services (ADHS)

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature/Date: Marcy M. Hansen 2-22-2019Deputy County Administrator Signature/Date: [Signature] 2-25-2019County Administrator Signature/Date: C. DeCortney 2/25/19

(Required for Board Agenda/Addendum Items)



# INTERGOVERNMENTAL AGREEMENT (IGA)

**CONTRACT No.: CTR041606**

**ARIZONA DEPARTMENT OF  
HEALTH SERVICES**  
150 North 18<sup>th</sup> Avenue, Suite 260  
Phoenix, Arizona 85007

**Project Title:** HOME VISITING SERVICES FOR MIECHV

**Begin Date:** JANUARY 1, 2019

**Geographic Service Area:** PIMA COUNTY HEALTH DEPARTMENT

**Termination Date:** DECEMBER 31, 2023

Arizona Department of Health Services has authority to contract for services specified herein in accordance with A.R.S. §§ 11-951, 11-952, 36-104 and 36-132. The Contractor represents that it has authority to contract for the performance of the services provided herein pursuant to:

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <b>Counties:</b> A.R.S. §§ 11-201, 11-951, 11-952 and 36-182.  |
| <input type="checkbox"/>            | <b>Indian Tribes:</b> A.R.S. §§ 11-951, 11-952 and the rules and sovereign authority of the contracting Indian Nation. |
| <input type="checkbox"/>            | <b>School Districts:</b> A.R.S. §§ 11-951, 11-952, and 15-342.   |
| <input type="checkbox"/>            | <b>City of Phoenix:</b> Chapter II, §§ 1 & 2, Charter, City of Phoenix.  |
| <input type="checkbox"/>            | <b>City of Tempe:</b> Chapter 1, Article 1, §§ 1.01 & 1.03, Charter, City of Tempe.                                    |

Amendments signed by each of the parties and attached hereto are hereby adopted by reference as a part of this Contract, from the effective date of the Amendment, as if fully set out herein.

<b>Arizona Transaction (Sales) Privilege:</b> _____		<b>FOR CLARIFICATION, CONTACT:</b>  Name: <u>Marcy Flanagan, Director</u>  Phone: <u>(520) 724-7931</u>  Fax No.: _____  E-mail: <u>Marcy.Flanagan@pima.gov</u>	
<b>Federal Employer Identification No.:</b> _____			
<b>Tax License No.:</b> _____			
<b>Contractor Name:</b> <u>Pima County Health Department</u> <b>Address:</b> <u>3950 South Country Club Road, Suite #100</u> <u>Tucson, Arizona 85714</u>			
<b>CONTRACTOR SIGNATURE:</b> The Contractor agrees to perform all the services set forth in the Agreement and Work Statement.		<b>This Contract shall henceforth be referred to as</b> <b><u>Contract No.: CTR041606.</u></b> The Contractor is hereby cautioned not to commence any billable work or provide any material, service or construction under this Contract until Contractor receives a fully executed copy of the Contract.	
<b>Signature of Person Authorized to Sign</b> _____ <b>Date</b> _____		<b>State of Arizona</b> <b>Signed this</b> _____ <b>day of</b> _____, <b>2019</b>	
		<b>Procurement Officer</b>	
<b>CONTRACTOR ATTORNEY SIGNATURE:</b> Pursuant to A.R.S. § 11-952, the undersigned Contractor's Attorney has determined that this Intergovernmental Agreement is in proper form and is within the powers and authority granted under the laws of Arizona.		<b>Attorney General <u>Contract No. CTR041606</u></b> , 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 the proper form and is within the powers granted under the laws of the State of Arizona to those parties to the Agreement represented by the Attorney General. <b>The Attorney General, BY:</b>	
<b>Signature of Person Authorized to Sign</b> _____ <b>Date</b> _____		<b>Signature</b> _____ <b>Date</b> _____	
<b>Print Name and Title</b> <u>Jonathan Pinkney, Dep Co. Atty</u>		<b>Assistant Attorney General:</b>	
		<b>REVIEWED BY:</b> <u>Marcy M. Flanagan</u> <b>Appointing Authority or Designee</b> <b>Pima County Health Department</b>	

CONTRACT NUMBER	INTERGOVERNMENTAL AGREEMENT
CTR041606	TERMS AND CONDITIONS HOME VISITING SERVICES FOR MIECHV

**1. DEFINITION OF TERMS:** As used in this Contract, the terms listed below are defined as follows:

- 1.1 "Attachment" means any document attached to the Contract and incorporated into the Contract.
- 1.2 "ADHS" means Arizona Department of Health Services.
- 1.3 "Budget Term" means the period of time for which the contract budget has been created and during which funds should be expended.
- 1.4 "Change Order" means a written order that is signed by a Procurement Officer and that directs the Contractor to make changes authorized by the Uniform Terms and Conditions of the Contract.
- 1.5 "Contract" means the combination of the Uniform and Special Terms and Conditions, the Specifications and Statement or Scope of Work, Attachments, Referenced Documents, any Contract Amendments and any terms applied by law.
- 1.6 "Contract Amendment" means a written document signed by the Procurement Officer and the Contractor that is issued for the purpose of making changes in the Contract.
- 1.7 "Contractor" means any person who has a Contract with the Arizona Department of Health Services.
- 1.8 "Cost Reimbursement" means a contract under which a contractor is reimbursed for costs, which are reasonable, allowable and allocable in accordance with the contract terms and approved by ADHS.
- 1.9 "Days" means calendar days unless otherwise specified.
- 1.10 "Fixed Price" establishes a set price per unit of service. The set price shall be based on costs, which are reasonable, allowable and allocable.
- 1.11 "Gratuity" means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- 1.12 "Materials" unless otherwise stated herein, means all property, including but not limited to equipment's, supplies, printing, insurance and leases of property.
- 1.13 "Procurement Officer" means the person duly authorized by the State to enter into and administer Contracts and make written determinations with respect to the Contract.
- 1.14 "Purchase Order" means a written document that is signed by a Procurement Officer, that requests a vendor to deliver described goods or services at a specific price and that, on delivery and acceptance of the goods or services by ADHS, becomes an obligation of the State.
- 1.15 "Services" means the furnishing of labor, time or effort by a Contractor or Subcontractor.
- 1.16 "Subcontract" means any contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of this Contract.
- 1.17 "State" means the State of Arizona and/or the ADHS. For purposes of this Contract, the term "State" shall not include the Contractor.

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	<b>HOME VISITING SERVICES FOR MIECHV</b>

## 2. CONTRACT TYPE:

This Contract shall be:

☒ **Cost Reimbursement**

## 3. CONTRACT INTERPRETATION:

- 3.1. Arizona Law. The law of Arizona applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona.
- 3.2. Implied Contract Terms. Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- 3.3. Contract Order of Precedence. In the event of a conflict in the provisions of the Contract, as accepted by the State and as they may be amended, the following shall prevail in the order set forth below:
  - 3.3.1. Terms and Conditions;
  - 3.3.2. Statement or Scope of Work;
  - 3.3.3. Attachments; and
  - 3.3.4. Referenced Documents.
- 3.4. Relationship of Parties. The Contractor under this Contract is an independent Contractor. Neither party to this Contract shall be deemed to be the employee or agent of the other party to the Contract.
- 3.5. Severability. The provisions of this Contract are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Contract.
- 3.6. No Parole Evidence. This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- 3.7. No Waiver. Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.
- 3.8. Headings. Headings are for organizational purposes only and shall not be interpreted as having legal significance or meaning.

## 4. CONTRACT ADMINISTRATION AND OPERATION:

- 4.1. Term. As indicated on the signature page of the Contract, the Contract shall be effective as of the Begin Date and shall remain effective until the Termination Date.
- 4.2. Contract Renewal. This Contract shall not bind, nor purport to bind, the State for any contractual commitment in excess of the original Contract period. The term of the Contract shall not exceed five years. However, if the original Contract period is for less than five years, the State shall have the right, at its sole option, to renew the Contract, so long as the original Contract period together with the renewal periods does not exceed five years. If the State exercises such rights, all terms, conditions and provisions of the original Contract shall remain the same and apply during the renewal period with the exception of price and Scope of Work, which may be renegotiated.

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- 4.3. New Budget Term. If a budget term has been completed in a multi-term Contract, the parties may agree to change the amount and type of funding to accommodate new circumstances in the next budget term. Any increase or decrease in funding at the time of the new budget term shall coincide with a change in the Scope of Work or change in cost of services as approved by the Arizona Department of Health Services.
- 4.4. Non-Discrimination. The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
- 4.5. Records and Audit. Under A.R.S. § 35-214 and A.R.S. § 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract. All records shall be subject to inspection and audit by the State and where applicable the Federal Government at reasonable times. Upon request, the Contractor shall produce a legible copy of any or all such records.
- 4.6. Financial Management. For all contracts, the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for the ADHS funded programs shall be used by the Contractor in the management of Contract funds and by the State when performing a Contract audit. Funds collected by the Contractor in the form of fees, donations and/or charges for the delivery of these Contract services shall be accounted for in a separate fund.
- 4.6.1. Federal Funding. Contractors receiving federal funds under this Contract shall comply with the certified finance and compliance audit provision of the Office of Management and Budget (OMB) Circular A-133, if applicable. The federal financial assistance information shall be stated in a Change Order or Purchase Order.
- 4.6.2. State Funding. Contractors receiving state funds under this Contract shall comply with the certified compliance provisions of A.R.S. § 35-181.03.
- 4.7. Inspection and Testing. The Contractor agrees to permit access, at reasonable times, to its facilities.
- 4.8. Notices. Notices to the Contractor required by this Contract shall be made by the State to the person indicated on the signature page by the Contractor, unless otherwise stated in the Contract. Notices to the State required by the Contract shall be made by the Contractor to an ADHS Procurement Officer, unless otherwise stated in the Contract. An authorized ADHS Procurement Officer and an authorized Contractor representative may change their respective person to whom notice shall be given by written notice, and an amendment to the Contract shall not be necessary.
- 4.9. Advertising and Promotion of Contract. The Contractor shall not advertise or publish information for commercial benefit concerning this Contract without the prior written approval of an ADHS Procurement Officer.
- 4.10. Property of the State.
- 4.10.1. Equipment. Except as provided below or otherwise agreed to by the parties, the title to any and all equipment acquired through the expenditure of funds received from the State shall remain the property of the State by and through the ADHS and, as such, shall remain under the sole direction, management and control of the ADHS. When this Contract is terminated, the disposition of all such property shall be determined by the ADHS. For Fixed Price contracts, when the Contractor provides the services/materials required by the Contract, any and all equipment purchased by the Contractor remains the property of the Contractor. All purchases of equipment need to be reported to the ADHS Office of Inventory Control.
- 4.10.2. Title and Rights to Materials. As used in this section, the term "Materials" means all products created or produced by the Contractor under this Contract, including, but not limited to: written and electronic information, recordings, reports, research, research findings, conclusions, abstracts, results, software, data and any other intellectual property or deliverables created, prepared, or received by the Contractor in performance of this Contract. Contractor acknowledges that all

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Materials are the property of the State by and through the ADHS and, as such, shall remain under the sole direction, management and control of the ADHS. The Contractor is not entitled to a patent or copyright on these Materials and may not transfer a patent or copyright on them to any other person or entity. To the extent any copyright in any Materials may originally vest in the Contractor, the Contractor hereby irrevocably transfers to the ADHS, for and on behalf of the State, all copyright ownership. The ADHS shall have full, complete and exclusive rights to reproduce, duplicate, adapt, distribute, display, disclose, publish, release and otherwise use all Materials. The Contractor shall not use or release these Materials without the prior written consent of the ADHS. When this Contract is terminated, the disposition of all such Materials shall be determined by the ADHS. Further, the Contractor agrees to give recognition to the ADHS for its support of any program when releasing or publishing program Materials.

- 4.10.3. *Notwithstanding the above, if the Contractor is a State agency, the following shall apply instead:* It is the intention of ADHS and Contractor that all material and intellectual property developed under this Agreement be used and controlled in ways to produce the greatest benefit to the parties to this Contract and the citizens of the State of Arizona. As used in this paragraph, "Material" means all written and electronic information, recordings, reports, findings, research information, abstracts, results, software, data, discoveries, inventions, procedures and processes of services developed by the Contractor and any other materials created, prepared or received by the Contractor and subcontractors in performance of this Agreement. "Material" as used herein shall not include any pre-existing data, information, materials, discoveries, inventions or any form of intellectual property invented, created, developed or devised by Contractor (or its employees, subcontractors or agents) prior to the commencement of the services funded by this Agreement or that may result from Contractor's involvement in other service activities that are not funded by the Agreement.
- 4.10.4. Title and exclusive copyright to all Material shall vest in the State of Arizona, subject to any rights reserved on behalf of the federal government. As State agencies and instrumentalities, both ADHS and Contractor shall have full, complete, perpetual, irrevocable and non-transferable rights to reproduce, duplicate, adapt, make derivative works, distribute, display, disclose, publish and otherwise use any and all Material. The Contractor's right to use Material shall include the following rights: the right to use the Material in connection with its internal, non-profit research and educational activities, the right to present at academic or professional meetings or symposia and the right to publish in journals, theses, dissertations or otherwise of Contractor's own choosing. Contractor agrees to provide ADHS with a right of review prior to any publication or public presentation of the Material, and ADHS shall be entitled to request the removal of its confidential information or any other content the disclosure of which would be contrary to the best interest of the State of Arizona. Neither party shall release confidential information to the public without the prior expressly written permission of the other, unless required by the State public records statutes or other law, including a court order. Each party agrees to give recognition to the other party in all public presentations or publications of any Material, when releasing or publishing them.
- 4.10.5. In addition, ADHS and Contractor agree that any and all Material shall be made freely available to the public to the extent it is in the best interest of the State. However, if either party wants to license or assign an intellectual property interest in the material to a third-party for monetary compensation, ADHS and Contractor agree to convene to determine the relevant issues of title, copyright, patent and distribution of revenue. In the event of a controversy as to whether the Material is being used for monetary compensation or in a way that interferes with the best interest of the state or ADHS, then the Arizona Department of Administration shall make the final decision. Notwithstanding the above, "monetary compensation" does not include compensation paid to an individual creator for traditional publications in academia (the copyrights to which are Employee-Excluded Works under ABOR Intellectual Property Policy Section 6-908C.4.), an honorarium or other reimbursement of expenses for an academic or professional presentation, or an unprofitable distribution of Material.
- 4.11. E-Verify Requirements In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.

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- 4.12. Federal Immigration and Nationality Act The Contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the Contract. Further, the Contractor shall flow down this requirement to all subcontractors utilized during the term of the Contract. The State shall retain the right to perform random audits of Contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the Contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the Contract for default and suspension and/or debarment of the Contractor.

## 5. COSTS AND PAYMENTS:

- 5.1. Payments. Payments shall comply with the requirements of A.R.S. Titles 35 and 41, net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate Contractor's Expenditure Report for payment from the State within thirty (30) days, as provided in the Accounting and Auditing Procedures Manual for the ADHS.
- 5.2. Recoupment of Contract Payments.
- 5.2.1. *Unearned Advanced Funds*. Any unearned State funds that have been advanced to the Contractor and remain in its possession at the end of each budget term, or at the time of termination of the Contract, shall be refunded to the ADHS within forty-five (45) days of the end of a budget term or of the time of termination.
- 5.2.2. *Contracted Services*. In a fixed price contract, if the number of services provided is less than the number of services for which the Contractor received compensation, funds to be returned to the ADHS shall be determined by the Contract price. Where the price is determined by cost per unit of service or material, the funds to be returned shall be determined by multiplying the unit of service cost by the number of services the Contractor did not provide during the Contract term. Where the price for a deliverable is fixed, but the deliverable has not been completed, the Contractor shall be paid a pro rata portion of the completed deliverable. In a cost reimbursement contract, the ADHS shall pay for any costs that the Contractor can document as having been paid by the Contractor and approved by ADHS. In addition, the Contractor will be paid its reasonable actual costs for work in progress as determined by Generally Accepted Accounting Procedures up to the date of contract termination.
- 5.2.3. *Refunds*. Within forty-five (45) days after the end of each budget term or of the time of termination of the Contract, the Contractor shall refund the greater of: i) the amount refundable in accordance with paragraph 4.2.1, Unearned Advanced Funds; or ii) the amount refundable in accordance with paragraph 5.2.2, Contracted Services.
- 5.2.4. *Unacceptable Expenditures*. The Contractor agrees to reimburse the ADHS for all Contract funds expended, which are determined by the ADHS not to have been disbursed by the Contractor in accordance with the terms of this Contract. The Contractor shall reimburse ADHS within 45 days of the determination of unacceptability.
- 5.3. Unit Costs/Rates or Fees. Unit costs/rates or fees shall be based on costs, which are determined by ADHS to be reasonable, allowable and allocable as outlined in the Accounting and Auditing Procedures Manual for the ADHS.
- 5.4. Applicable Taxes.
- 5.4.1. *State and Local Transaction Privilege Taxes*. The State of Arizona is subject to all applicable state and local transaction privilege taxes. Transaction privilege taxes apply to the sale and are the responsibility of the seller to remit. Failure to collect taxes from the buyer does not relieve the seller from its obligation to remit taxes.



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5.4.2. Tax Indemnification. The Contractor and all subcontractors shall pay all federal, state and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall require all subcontractors to hold the State harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs, including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.

5.4.3. I.R.S. W9 Form. In order to receive payment under any resulting Contract, the Contractor shall have a current I.R.S. W9 Form on file with the State of Arizona.

5.5. Availability of Funds for the Next Fiscal Year. Funds may not be presently available for performance under this Contract beyond the first year of the budget term or Contract term. The State may reduce payments or terminate this Contract without further recourse, obligation or penalty in the event that insufficient funds are appropriated in the subsequent budget term. The State shall not be liable for any purchases or Subcontracts entered into by the Contractor in anticipation of such funding. The Procurement Officer shall have the discretion in determining the availability of funds.

5.6. Availability of Funds for the Current Contract Term. Should the State Legislature enter back into session and decrease the appropriations through line item or general fund reductions, or for any other reason these goods or services are not funded as determined by ADHS, the following actions may be taken by ADHS:

5.6.1. Accept a decrease in price offered by the Contractor;

5.6.2. Reduce the number of goods or units of service and reduce the payments accordingly;

5.6.3. Offer reductions in funding as an alternative to Contract termination; or

5.6.4. Cancel the Contract.

## 6. CONTRACT CHANGES:

6.1. Amendments, Purchase Orders and Change Orders. This Contract is issued under the authority of the Procurement Officer who signed this Contract. The Contract may be modified only through a Contract Amendment, Purchase Order and/or Change Order within the scope of the Contract, unless the change is administrative or otherwise permitted by the Special Terms and Conditions. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized State employee or made unilaterally by the Contractor are violations of the Contract and of applicable law. Such changes, including unauthorized Contract Amendments, Purchase Orders and/or Change Orders, shall be void and without effect, and the Contractor shall not be entitled to any claim under this Contract based on those changes.

6.2. Subcontracts. The Contractor shall not enter into any subcontract under this Contract without the advance written approval of the Procurement Officer. The subcontract shall incorporate by reference all material and applicable terms and conditions of this Contract.

6.3. Assignments and Delegation. The Contractor shall not assign any right nor delegate any duty under this Contract without the prior written approval of the Procurement Officer. The State shall not unreasonably withhold approval.

## 7. AUTHORIZATION FOR SERVICES:

Authorization for purchase of services under this Contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the Contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to perform services up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for services in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of services under this Contract.

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## 8. RISK AND LIABILITY:

- 8.1. Risk of Loss. The Contractor shall bear all loss of conforming material covered under this Contract until received and accepted by authorized personnel at the location designated in the Purchase Order, Change Order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.
- 8.2. Mutual Indemnification. Each party (as "indemnitor") agrees to indemnify, defend and hold harmless the other party (as "indemnitee") from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims, which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees or volunteers.
- 8.3. Force Majeure.
- 8.3.1. *Liability and Definition.* Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; acts of terrorism; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injunctions-interventions not caused by or resulting from the act or failure to act of the parties; failures or refusals to act by government authority not caused by or resulting from the act or failure to act of the parties; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence.
- 8.3.2. *Exclusions.* Force Majeure shall not include the following occurrences:
- 8.3.2.1. Late delivery of Materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market;
- 8.3.2.2. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
- 8.3.2.3. Inability of either the Contractor or any subcontractor to acquire or maintain any required insurance, bonds, licenses or permits.
- 8.3.3. *Notice.* If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day of the commencement thereof, and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
- 8.3.4. *Default.* Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that, such delay or failure is caused by force majeure.
- 8.4. Third Party Antitrust Violations. The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor for or toward the fulfillment of this Contract.

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**9. DESCRIPTION OF MATERIALS:** The following provisions shall apply to Materials only:

- 9.1. Liens. The Contractor agrees that the Materials supplied under this Contract are free of liens. In the event the Materials are not free of liens, Contractor shall pay to remove the lien and any associated damages or replace the Materials with Materials free of liens.
- 9.2. Quality. Unless otherwise modified elsewhere in these terms and conditions, the Contractor agrees that, for one year after acceptance by the State of the Materials, they shall be:
  - 9.2.1. Of a quality to pass without objection in the Contract description;
  - 9.2.2. Fit for the intended purposes for which the Materials are used;
  - 9.2.3. Within the variations permitted by the Contract and are of even kind, quantity, and quality within each unit and among all units;
  - 9.2.4. Adequately contained, packaged and marked as the Contract may require; and
  - 9.2.5. Conform to the written promises or affirmations of fact made by the Contractor.
- 9.3. Inspection/Testing. Subparagraphs 8.1 through 8.2 of this paragraph are not affected by inspection or testing of or payment for the Materials by the State.
- 9.4. Compliance With Applicable Laws. The Materials and services supplied under this Contract shall comply with all applicable federal, state and local laws, and the Contractor shall maintain all applicable license and permit requirements.
- 9.5. Survival of Rights and Obligations After Contract Expiration and Termination.
  - 9.5.1. *Contractor's Representations*. All representations and warranties made by the Contractor under this Contract in paragraphs 7 and 8 shall survive the expiration or termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12.510, except as provided in A.R.S. § 12-529, the State is not subject to or barred by any limitations of actions prescribed in A.R.S. Title 12, Chapter 5.
  - 9.5.2. *Purchase Orders and Change Orders*. Unless otherwise directed in writing by the Procurement Officer, the Contractor shall fully perform and shall be obligated to comply with all Purchase Orders and Change Orders received by the Contractor prior to the expiration or termination hereof, including, without limitation, all Purchase Orders and Change Orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

**10. STATE'S CONTRACTUAL REMEDIES:**

- 10.1. Right to Assurance. If the State, in good faith, has reason to believe that the Contractor does not intend to, or is unable to, perform or continue performing under this Contract, the Procurement Officer may demand in writing that the Contractor give a written assurance of intent to perform. Failure by the Contractor to provide written assurance within the number of Days specified in the demand may, at the State's option, be the basis for terminating the Contract.
- 10.2. Stop Work Order.
  - 10.2.1. *Terms*. The State may, at any time, by written order to the Contractor, require the Contractor to stop all or any part of the work called for by this Contract for a period up to ninety (90) Days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage.

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10.2.2. Cancellation or Expiration. If a stop work order issued under this clause is canceled or the period of the order or any extension expires, the Contractor shall resume work. The Procurement Officer shall make an equitable adjustment in the delivery schedule or Contract price, or both, and the Contract shall be amended in writing accordingly.

10.3. Non-exclusive Remedies. The rights and remedies of ADHS under this Contract are not exclusive, and ADHS is entitled to all rights and remedies available to it, including those under the Arizona Uniform Commercial Code and Arizona common law.

10.4. Right of Offset. The State shall be entitled to offset against any sums due the Contractor in any Contract with the State or damages assessed by the State because of the Contractor's non-conforming performance or failure to perform this Contract. The right to offset may include, but is not limited to, a deduction from an unpaid balance and a collection against the bid and/or performance bonds. Any offset taken for damages assessed by the State shall represent a fair and reasonable amount for the actual damages and shall not be a penalty for non-performance.

## 11. CONTRACT TERMINATION:

11.1. Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the State may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the State is, or becomes at any time while the Contract or an extension of the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation, unless the notice specifies a later time. If the Contractor is a political subdivision of the State, it may also cancel this Contract as provided in A.R.S. § 38-511.

11.2. Gratuities. The State may, by written notice, terminate this Contract, in whole or in part, if the State determines that employment or a Gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of the State for the purpose of influencing the outcome of the procurement, securing the Contract or an Amendment to the Contract, or receiving favorable treatment concerning the Contract, including the making of any determination or decision about Contract performance. The State, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Contractor.

11.3. Suspension or Debarment. The State may, by written notice to the Contractor, immediately terminate this Contract if the State determines that the Contractor or its subcontractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.

11.4. Termination Without Cause.

11.4.1. Both the State and the Contractor may terminate this Contract at any time with thirty (30) days' notice in writing specifying the termination date. Such notices shall be given by personal delivery or by certified mail, return receipt requested.

11.4.2. If the Contractor terminates this Contract, any monies prepaid by the State, for which no service or benefit was received by the State, shall be refunded to the State within 5 days of the termination notice. In addition, if the Contractor terminates the Contract, the Contractor shall indemnify the State for any sanctions imposed by the funding source as a result of the Contractor's failure to complete the Contract.

11.4.3. If the State terminates this Contract pursuant to this Section, the State shall pay the Contractor the Contract price for all Services and Materials completed up to the date of termination. In a fixed price contract, the State shall pay the amount owed for the Services or Materials by multiplying the unit of service or item cost by the number of unpaid service units or items. In a cost reimbursement contract, the ADHS shall pay for any costs that the Contractor can document as having been paid

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by the Contractor and approved by ADHS. In addition, the Contractor will be paid its reasonable actual costs for work in progress as determined by GAAP up to the date of termination. Upon such termination, the Contractor shall deliver to the ADHS all deliverables completed. ADHS may require Contractor to negotiate the terms of any remaining deliverables still due.

- 11.5. Mutual Termination. This Contract may be terminated by mutual written agreement of the parties specifying the termination date and the terms for disposition of property and, as necessary, submission of required deliverables and payment therein.
- 11.6. Termination for Default. The State reserves the right to terminate the Contract in whole or in part due to the failure of the Contractor to comply with any material obligation, term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. In the event the ADHS terminates the Contract in whole or in part as provided in this paragraph, the ADHS may procure, upon such terms and in such manner as deemed appropriate, Services or Materials, similar to those terminated, and Contractor shall be liable to the ADHS for any excess costs incurred by the ADHS in obtaining such similar Services or Materials.
- 11.7. Continuation of Performance Through Termination. Upon receipt of the notice of termination and until the effective date of the notice of termination, the Contractor shall perform work consistent with the requirements of the Contract and, if applicable, in accordance with a written transition plan approved by the ADHS. If the Contract is terminated in part, the Contractor shall continue to perform the Contract to the extent not terminated. After receiving the notice of termination, the Contractor shall immediately notify all subcontractors, in writing, to stop work on the effective date of termination, and on the effective date of termination, the Contractor and subcontractors shall stop all work.
- 11.8. Disposition of Property. Upon termination of this Contract, all property of the State, as defined herein, shall be delivered to the ADHS upon demand.

## **12. ARBITRATION:**

Pursuant to A.R.S. § 12-1518, disputes under this Contract shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12 -133.

## **13. COMMUNICATION:**

- 13.1. Program Report. When reports are required by the Contract, the Contractor shall provide them in the format approved by ADHS.
- 13.2. Information and Coordination. The State will provide information to the Contractor pertaining to activities that affect the Contractor's delivery of services, and the Contractor shall be responsible for coordinating their activities with the State's in such a manner as not to conflict or unnecessarily duplicate the State's activities. As the work of the Contractor progresses, advice and information on matters covered by the Contract shall be made available by the Contractor to the State throughout the effective period of the Contract.

## **14. CLIENT GRIEVANCES:**

If applicable, the Contractor and its subcontractors shall use a procedure through which clients may present grievances about the operation of the program that result in the denial, suspension or reduction of services provided pursuant to this Contract and which is acceptable to and approved by the State.

## **15. SOVEREIGN IMMUNITY:**

Pursuant to A.R.S. § 41-621(O), the obtaining of insurance by the State shall not be a waiver of any sovereign immunity defense in the event of suit.

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**16. FINGERPRINT AND CERTIFICATION REQUIREMENTS/JUVENILE SERVICES:**

- 16.1. Paid and Unpaid Personnel. Pursuant to A.R.S. § 36-425.03, the Contractor shall ensure that all paid and unpaid personnel who are required or are allowed to provide Services directly to juveniles have obtained fingerprint clearance cards in accordance with A.R.S. § 41-1758 et. seq.
- 16.2. Costs. The Contractor shall assume the costs of fingerprint certifications and may charge these costs to its fingerprinted personnel.

**17. ADMINISTRATIVE CHANGES:**

The Procurement Officer, or authorized designee, reserves the right to correct any obvious clerical, typographical or grammatical errors, as well as errors in party contact information (collectively, "Administrative Changes"), prior to or after the final execution of a Contract or Contract Amendment. Administrative Changes subject to permissible corrections include: misspellings, grammar errors, incorrect addresses, incorrect Contract Amendment numbers, pagination and citation errors, mistakes in the labeling of the rate as either extended or unit, and calendar date errors that are illogical due to typographical error. The Procurement Office shall subsequently send to the Contractor notice of corrections to administrative errors in a written confirmation letter with a copy of the corrected Administrative Change attached.

**18. SURVIVAL OF TERMS AFTER TERMINATION OR CANCELLATION OF CONTRACT:**

All applicable Contract terms shall survive and apply after Contract termination or cancellation to the extent necessary for Contractor to complete and for the ADHS to receive and accept any final deliverables that are due after the date of the termination or cancellation.

**19. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA):**

- 19.1. The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Arizona Department of Administration-Arizona Strategic Enterprise Technology (ADOA-ASET) Office, the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.
- 19.2. If requested by the ADHS Procurement Office, Contractor agrees to sign a "Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADOA-ASET Arizona State Chief Information Security Officer and HIPAA Coordinator.

**20. COMMENTS WELCOME:**

The ADHS Procurement Office periodically reviews the Uniform Terms and Conditions and welcomes any comments you may have. Please submit your comments to: ADHS Procurement Administrator, Arizona Department of Health Services, 150 North 18<sup>th</sup> Avenue, Suite 260, Phoenix, Arizona 85007.

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**21. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) REQUIREMENT:**

For federal funding, pursuant to 2 CFR 25.100 et seq., no entity (defined as a Governmental organization, which is a State, local government, or Indian tribe; foreign public entity; domestic or foreign nonprofit organization; domestic or foreign for-profit organization; or Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity) may receive a subaward from ADHS unless the entity provides its Data Universal Numbering System (DUNS) Number to ADHS.

**22. THE FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA OR TRANSPARENCY ACT - P.L.109-282, AS AMENDED BY SECTION 6202(A) OF P.L. 110-252), FOUND AT [HTTPS://WWW.FSR.GOV/](https://www.fsr.gov/) :**

If applicable, the Contractor/Grantee shall submit to ADHS via email the Grant Reporting Certification Form. This form and the instructions can be downloaded from the ADHS Procurement website at <http://www.azdhs.gov/operations/financial-services/procurement/index.php#ffata> and must be returned to the ADHS by the 15<sup>th</sup> of the month following that in which the award was received. The form shall be completed electronically, and submitted using the steps outlined in the Grant Reporting Certification Form Instructions to the following email address: [ADHS\\_Grant@azdhs.gov](mailto:ADHS_Grant@azdhs.gov). All required fields must be filled including Top Employee Compensation, if applicable. Completing the Grant Reporting Certification Form is required for compliance with the Office of Management and Budget (OMB), found at <http://www.whitehouse.gov/omb/open>. Failure to timely submit the Grant Reporting Certification Form could result in the loss of funds. This requirement applies to all subcontractors/sub-awardees utilized by the Contractor/Grantee for amounts exceeding \$30,000.00 during the term of the Award.

**23. TECHNOLOGY REPLACEMENT:**

In any event where product is discontinued, no longer available or technically inferior to newly developed product, the Contractor shall provide an equivalent replacement model at no additional cost and shall honor the original contract terms.

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## 1. DEFINITIONS:

- 1.1. "ACA" refers to the Affordable Care Act.
- 1.2. "ADE" refers to the Arizona Department of Education.
- 1.3. "ADHS" refers to the Arizona Department of Health Services.
- 1.4. "ADHS Evaluators" refers to the internal and external evaluators working for ADHS on the Maternal, Infant, and Early Childhood Home Visiting Program (MIECHV).
- 1.5. "BWCH" refers to the Bureau of Women's and Children's Health.
- 1.6. "Benchmark" for the purpose of this document means the Benchmarks laid out by Health Resources and Services Administration (HRSA) in the Supplemental Information Request and further clarified in the Updated Plan. This definition includes any updates HRSA makes to these Benchmarks. This includes all the constructs which are parts of the Benchmarks.
- 1.7. "Capacity" for the purpose of this document is defined by the federal funder as the total number of families that can be served at any point and time by a Local Implementing Agency, and is determined by the number of contracted Family Support Specialists or Home Visitors.
- 1.8. "Community Health Analysis Area (CHAA)" A geographical unit of measurement identified by ADHS, Bureau of Public Health Statistics for disease surveillance and built from US 2000 Census Block Groups. See fuller description in the Needs Assessment found in Reference Documents.
- 1.9. "CQI" refers to Continuous Quality Improvement.
- 1.10. "DES" refers to the Arizona Department of Economic Security.
- 1.11. "FTE" refers to Full Time Equivalent staffing positions.
- 1.12. "FTF" refers to Arizona Early Childhood Development and Health Board, also known as First Things First.
- 1.13. "HRSA" refers to the Health Resources and Services Administration.
- 1.14. "IALT" refers to the Inter-Agency Leadership Team.
- 1.15. "ITCA" refers to the Intertribal Council of Arizona.
- 1.16. "LIA" refers to the Local Implementing Agency (ies) in which the services are implemented through.
- 1.17. "MIECHV" refers to the Maternal, Infant and Early Childhood Home Visiting program.
- 1.18. "Model" refers to the Nurse Family Partnership model as outlined by Nurse Family Partnership.
- 1.19. "NFP" refers to Nurse Family Partnership.
- 1.20. "NSO" refers to the National Service Office for Nurse Family Partnership.
- 1.21. "OCH" refers to the Office of Children's Health.
- 1.22. "Program Manager" refers to the ADHS Maternal, Infant, and Early Childhood Home Visiting Program Manager.
- 1.23. "Site" refers to a location offering Nurse Family Partnership under this Agreement.



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1.24. "Target CHAAs" are the CHAAs outlined in this Contract for receiving services and additional CHAAs as approved by the Program Manager and ADHS.

1.25. "Task Force" refers to the Early Childhood Home Visiting Task Force.

## 2. BACKGROUND:

2.1. ADHS BWCH, supports efforts to improve the health of Arizona women and children. Within BWCH, the Office of Children's Health supports the increased focus within the state and nation on the importance of early childhood programs. It also supports enhanced integration of existing children's programs both within the ADHS and among other state and federal agencies and our outside partners. The Office of Children's Health within the Bureau administers ACA MIECHV federal grant funded by HRSA. The MIECHV is funded entirely through federal funds.

2.2. In October 2009, First Things First, along with the ADHS, ADES, and ADE and community providers of home visiting services convened an Early Childhood Home Visiting Task Force.

2.3. The purpose of the Task Force was to define a system-wide strategy for the future development and delivery of quality home visiting services throughout Arizona. After several focused meetings, the Task Force produced a plan, titled The Vision for Early Childhood Home Visiting Services in Arizona. The Plan hoped to provide a pathway for delivery of consistent, high quality home visiting services in the context of Arizona's statewide early childhood development and health system.

2.4. While the Task Force was a start for Arizona; when the ACA MIECHV statute was passed, the state agencies that provide early childhood home visiting decided to convene a group to begin work on the grant opportunity. Included in this group was representation from the Title V agency and the state's Single State Agency for Substance Abuse which are housed within the ADHS, the state's Head Start Collaboration Director of the ADE, the state's Title II agency, the ADES, which serves as the state's child care and child welfare agency, the ITCA and senior management from Arizona's Early Childhood Development and Health Board. This group is now referred to IALT. These agencies are Early Childhood Comprehensive System stakeholders.

2.5. These agencies committed to work together on the process of developing a statewide system of evidence based home visiting. The approach was founded on a commitment to make decisions together that guided the needs assessment process, the development of the grant applications and built on the earlier plan for early childhood home visiting in a concerted effort to best serve the most at risk families of Arizona. This Agreement seeks to implement the actions and measures outlined in the grant work plan.

## 3. OBJECTIVE:

3.1. To provide evidence based home visiting services through the NFP model to eligible women in identified target CHAAs in Pima County and to evaluate the process and outcome of the implementation of the model.

3.2. This program is designed to:

3.2.1. Strengthen and improve the programs and activities carried out under Title V,

3.2.2. Improve coordination of services for at-risk communities, and

3.2.3. Identify and provide comprehensive services to improve outcomes for families who reside in at-risk communities.

## 4. SCOPE OF SERVICES:

4.1. Provide quality evidence based home visiting services utilizing the NFP Model to pregnant women in targeted communities and provide data on program participants; program fidelity; and required benchmark data measures and participate in program evaluation; monitoring; and Continuous Quality Improvement (CQI).

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## 5. TASKS:

The Contractor shall provide:

- 5.1. Implement, conduct and oversee the NFP Model to fidelity in the funded areas which include the following CHAAS:
  - 5.1.1. Marana (Zip Codes: 85653, 85742, 85658, 85755),
  - 5.1.2. Tucson Northeast (Zip Codes: 85619, 85704, 85718, 85737, 85741, 85749, 85750),
  - 5.1.3. Tanque Verde (Zip Codes: 85707, 85708, 85748, 85730),
  - 5.1.4. Arivaca (Zip Codes: 85622, 85736, 85601),
  - 5.1.5. Continental (Zip Codes: 85602, 85629, 85641, 85747, 85614),
  - 5.1.6. Tohono O'odham Nation (Zip Codes: 85193, 85634), and
  - 5.1.7. Additional CHAAs and/or Zip Codes can be included under this Agreement when decided upon by ADHS prior to implementation and based on the needs.
- 5.2. Maintain no less than an eighty-five percent (85%) caseload capacity of sixty-three (63) families with 2.5 FTE at twenty-five (25) participants per caseload.
- 5.3. Ensure families remain in the program with no more than thirty-five percent (35%) attrition.
- 5.4. Enroll participants who meet at least one (1) of the identified priority populations:
  - 5.4.1. Low Income,
  - 5.4.2. Pregnant women under the age of twenty-one (21),
  - 5.4.3. History of child abuse, neglect, or interactions with child welfare services,
  - 5.4.4. Use tobacco products in the home,
  - 5.4.5. Have children with low student achievement,
  - 5.4.6. Have children with developmental delays,
  - 5.4.7. Families currently serving in the armed forces, and
  - 5.4.8. Living in the identified target communities.
- 5.5. Collect and report on all required demographic data in an ADHS identified and approved data management and reporting system, including but not limited to the participant's:
  - 5.5.1. Gender,
  - 5.5.2. Age,
  - 5.5.3. Ethnicity,
  - 5.5.4. Race,
  - 5.5.5. Marital Status,

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- 5.5.6. Education Attainment,
- 5.5.7. Employee Status,
- 5.5.8. Housing and Homelessness,
- 5.5.9. Primary Language,
- 5.5.10. Income, and
- 5.5.11. Priority Population.
- 5.6. Collect and report on all required benchmark data in an ADHS identified and approved data management and reporting system, including but not limited to, the requirements outlined in the Data Collection and Benchmark Analysis Plan in the identified constructs:
  - 5.6.1. Maternal and Child Health
    - 5.6.1.1. Preterm Birth,
    - 5.6.1.2. Breastfeeding rates,
    - 5.6.1.3. Depression Screening and Referrals,
    - 5.6.1.4. Well Child Visits,
    - 5.6.1.5. Postpartum care for mothers, and
    - 5.6.1.6. Tobacco Use.
  - 5.6.2. Child Injuries, Abuse, Neglect, and Maltreatment and Emergency Department Visits
    - 5.6.2.1. Safe Sleep Practices,
    - 5.6.2.2. Trips to Emergency Departments, and
    - 5.6.2.3. Child Maltreatment.
  - 5.6.3. School Readiness and Achievement
    - 5.6.3.1. Parent Child Interaction,
    - 5.6.3.2. Early Language and Literacy,
    - 5.6.3.3. Developmental Screenings, and
    - 5.6.3.4. Child development, behavior and learning.
  - 5.6.4. Domestic Violence
    - 5.6.4.1. Intimate Partner Violence Screening.
  - 5.6.5. Family Economic Self Sufficiency
    - 5.6.5.1. Primary Caregiver Education, and
    - 5.6.5.2. Continuity of Health Insurance Coverage.

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- 5.6.6. Coordination and Referrals to Other Community Resources and Supports
  - 5.6.6.1. Referrals to services related Postpartum Depression,
  - 5.6.6.2. Referrals to services related to child developmental delays, and
  - 5.6.6.3. Referrals to services related to Intimate Partner Violence.
- 5.7. Ensure all demographic, benchmark and service utilization data is entered and reviewed for quality assurance in an ADHS identified and approved data management and reporting system within two (2) weeks of data collection.
- 5.8. Work with ADHS Evaluators to modify data collection forms or provide additional information to capture all required data including benchmarks and demographics required for the MIECHV program. This includes all individual-level benchmarks, demographic and service-utilization data on the participants in the NFP program, which at least meet the federal requirements for individual-level data.
- 5.9. Collect and report on all required service utilization data in an ADHS identified and approved data management and reporting system, including but not limited to:
  - 5.9.1. Number of newly enrolled participants,
  - 5.9.2. Number of participants to disengage in the program,
  - 5.9.3. Number of participants to graduate or complete the program,
  - 5.9.4. Number of participants to transfer in or out of the program from another MIECHV funded site,
  - 5.9.5. Number of participants currently enrolled but not currently engaging in services,
  - 5.9.6. Number of home visits completed,
  - 5.9.7. Number of referrals to identified services as outlined in the monthly report template, and
  - 5.9.8. Reason for disengagement from the program as outlined in the monthly report template.
- 5.10. Collect and report on all MIECHV funded staff data in an ADHS identified and approved data management and reporting system, including but not limited to:
  - 5.10.1. Number of Home Visitors continuing employment from one reporting month to another,
  - 5.10.2. Number of Home Visitors hired in a reporting month,
  - 5.10.3. Number of Home Visitor vacancies in a reporting month,
  - 5.10.4. Number of Supervisors continuing employment from one reporting month to another,
  - 5.10.5. Number of Supervisors hired in a reporting month,
  - 5.10.6. Number of Supervisor vacancies in a reporting month,
  - 5.10.7. Number of Other Staff Positions continuing employment from one reporting month to another,
  - 5.10.8. Number of Other Staff Positions hired in a reporting month, and
  - 5.10.9. Number of Other Staff Position vacancies in a reporting month.

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- 5.11. Ensure all programmatic and staffing data is entered and reviewed for quality assurance into the specified data collection template monthly.
- 5.12. Provide narrative updates on programmatic concerns impacting the quality of the program and/or maintaining fidelity to the model; impacting the ability to reach and maintain capacity and retention; and staffing concerns.
- 5.13. Maintain NFP Model Affiliation through NSO.
- 5.14. Work directly with NSO to receive program specific information; trainings; professional development and technical assistance.
- 5.15. Notify ADHS within fourteen (14) days of any NFP data collection changes impacting the data collection of MIECHV funded participants.
- 5.16. Maintain the use of an approved evidence based curriculum.
- 5.17. Recruit, hire, train and retain staff for all funded positions and ensure all hired staff meet the requirements for employment.
- 5.18. Ensure clinical supervision and reflective practice for all home visitors and supervisors.
- 5.19. In the event that ADHS is unable to access the data in the identified data management and reporting system, the site will provide the required data through manual reporting in a format identified by ADHS.
- 5.20. Develop, implement and update policy and procedures related to:
  - 5.20.1. Participant enrollment including:
    - 5.20.1.1. How participants are identified, screened and recruited,
    - 5.20.1.2. Participants are informed and enrolled on a voluntary basis, and
    - 5.20.1.3. How the agency ensures participants are not dual enrolled in home visiting programs.
  - 5.20.2. Enrollment of Priority Populations
    - 5.20.2.1. Have low incomes,
    - 5.20.2.2. Are pregnant women who have not attained age twenty-one (21),
    - 5.20.2.3. Have a history of child abuse or neglect or have had interactions with child welfare services,
    - 5.20.2.4. Have a history of substance abuse or need substance abuse treatment,
    - 5.20.2.5. Are users of tobacco products in the home,
    - 5.20.2.6. Have children with low student achievement,
    - 5.20.2.7. Have children with developmental delays or disabilities, and
    - 5.20.2.8. Are in families that include individuals who are serving or have formerly served in the armed forces, including such families that have members of the armed forces who have had multiple deployments outside of the United States.
  - 5.20.3. Fiscal Management
    - 5.20.3.1. Identifies how funded site oversees monitoring of fiscal management.

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- 5.21. Contractor shall develop and implement collaborations with the other home visiting programs to prevent dual enrollment and ensure that client is enrolled in the program that best meets their needs and that there are selection criteria and standardized processes for referring families from one program to another.
- 5.22. Develop partnerships, and coordinate the NFP home visiting program(s) and other existing programs and resources in those communities, especially regarding health, mental health, early childhood development, substance abuse, domestic violence prevention, child maltreatment prevention, child welfare, education, and other social and health services.
- 5.23. Establish a list of collaborative public and private partners.
- 5.24. Ensure participation in statewide CQI by:
  - 5.24.1. Participating in monthly meetings remotely via webcam and provided web access service,
  - 5.24.2. Complete CQI projects,
  - 5.24.3. Report on project progress quarterly,
  - 5.24.4. Participate in the annual CQI Poster Presentation Session during the Strong Families AZ Home Visiting Conference, and
  - 5.24.5. Request Technical Assistance from ADHS to ensure CQI participation and project progress as needed.
- 5.25. Ensure that all of the Program forms and visit notes are kept in a locked location and are transported in a locked file.
- 5.26. Be responsive and ensure timely response to ADHS Program Managers and ADHS Evaluators to any request for clarification, documentation, reports and/or any questions regarding program implementation and evaluation and provide all requested information in the format and medium requested.
- 5.27. Ensure that all required staff attend ADHS sponsored meetings, trainings, conference calls and webinars as directed including, but not limited to:
  - 5.27.1. CQI via webcam through an identified web access service,
  - 5.27.2. Quarterly MIECHV Funded Agency Meetings in person,
  - 5.27.3. Quarterly Program Managers calls/on-site visits to be determined by the Program Manager,
  - 5.27.4. Annual Site Visit in person, and
  - 5.27.5. Annual Data Collection and Reporting Training in person.
- 5.28. Track annual budget to ensure expenses are allowable; allocable; and do not exceed contracted budget amount and ensure all required approvals are received prior to expending funds.

## **6. REQUIREMENTS:**

The Contractor shall:

- 6.1. Meet all requirements of NFP to implement the model with fidelity and ensure fidelity to the model is maintained.
- 6.2. If the Contractor/subcontractor has another Contract, Grant, or Subcontract that administers and/or provides a similar home visiting program in the targeted service area or adjoining service areas, Contractor shall provide a detailed description of the other funded programs including staffing, funding source and clearly identify how the program(s) will not duplicate services and/or home visiting services to the targeted communities that are being

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proposed through the ADHS Home Visiting Program. The Contractor shall also state how the two (2) separate funding sources will be tracked.

- 6.2.1. State how the two (2) separate funding sources will be tracked,
- 6.2.2. Provide a written plan to ADHS as to how the Contractor will divide work with the Sub-Contractors, and which entity will be serving which areas,
- 6.3. Marketing and published materials that are created utilizing MIECHV funds require the following statement:
  - 6.3.1. This **[ENTER PROJECT/ PUBLICATION/ WEBSITE/ PRODUCT/ PROGRAM/ ETC NAME]** **[IS/WAS]** supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling **\$11,410,696.00** with **[ENTER PERCENTAGE OF NON-GOVERNMENTAL CONTRIBUTIONS]** percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS or the U.S. Government.
  - 6.3.2. The award total is subject to change annually.
- 6.4. Utilize and reference the ADHS Guidance for Federal Grant Award Management and the Arizona MIECHV Program Fiscal Policy Management.

## 7. DELIVERABLES AND DELIVERY SCHEDULE:

The Contractor shall submit to ADHS:

- 7.1. Monthly Progress Report due by the twenty-first (21st) of each month reporting on the previous months activities.
  - 7.1.1. Data required to be available through the ADHS identified data management and reporting system includes:
    - 7.1.1.1. Number of newly enrolled participants,
    - 7.1.1.2. Number of participants to disengage in the program,
    - 7.1.1.3. Number of participants to graduate or complete the program,
    - 7.1.1.4. Number of participants to transfer in or out of the program from another MIECHV funded site,
    - 7.1.1.5. Number of participants currently enrolled but not currently engaging in services, and
    - 7.1.1.6. Number of home visits completed.
  - 7.1.2. Data required to be provided manually utilizing the monthly template includes:
    - 7.1.2.1. Number of referrals to identified services as outlined in the monthly report template,
    - 7.1.2.2. Reason for disengagement from the program as outlined in the monthly report template,
    - 7.1.2.3. Number of Home Visitors continuing employment from one reporting month to another,
    - 7.1.2.4. Number of Home Visitors hired in a reporting month,
    - 7.1.2.5. Number of Home Visitor vacancies in a reporting month,
    - 7.1.2.6. Number of Supervisors continuing employment from one reporting month to another,

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- 7.1.2.7. Number of Supervisors hired in a reporting month,
  - 7.1.2.8. Number of Supervisor vacancies in a reporting month,
  - 7.1.2.9. Number of Other Staff Positions continuing employment from one reporting month to another,
  - 7.1.2.10. Number of Other Staff Positions hired in a reporting month, and
  - 7.1.2.11. Number of Other Staff Position vacancies in a reporting month.
- 7.2. Monthly Invoices due by the twenty-first (21st) of each month reporting on the previous month's expenses including but not limited to:
- 7.2.1. Completed Expenditure Report (CER) with supporting documentation.
  - 7.2.2. Backup documentation for each identified expense including proof of payment which may include but is not limited to:
    - 7.2.2.1. Time sheets; labor distribution reports; percentage of time; pay stubs,
    - 7.2.2.2. Proof of enrollment and payment of employee fringe benefits,
    - 7.2.2.3. Approvals; quotes; purchase orders; invoices; copies of checks/deposits for professional and outside services,
    - 7.2.2.4. Approvals; justification; receipts; documentation of conference/training attendance; proof of payment for all in state and out of state travel expenses,
    - 7.2.2.5. Calculation of occupancy rent/lease amount and/or an agreement of lease terms including expenses from MIECHV funds; proof of payment for rent/lease based on rent/lease terms,
    - 7.2.2.6. Approvals, quotes, Purchase Orders; receipts and proof of payment for supplies and operating expenses,
    - 7.2.2.7. Any expenses in which there is a shared cost with another program should outline how the amount was calculated for the MIECHV funded program,
    - 7.2.2.8. Calculation and description of uses for indirect costs, and
    - 7.2.2.9. Any additional information as requested by ADHS and/or HRSA to determine expenses were allowable and allocable.
- 7.3. The name, phone numbers and resume of program staff if replaced, within fifteen (15) days of hire and a training/onboarding schedule for hired staff that includes MIECHV specific training.
- 7.4. Annual copy of the NSO NFP Fidelity Report. This item can typically be received directly from NSO but in the event that ADHS is not able to obtain it, the site would be responsible for ensuring that we have received it.
- 7.5. Submit ADHS data pertaining to the benchmark constructs and participant demographics outlined in the tasks. Data is to be entered into the ADHS identified data management and reporting system and/or provided manually to ADHS in the format requested. Data must be received quarterly.
- 7.6. Submit copies of policy and procedures annually and any updates to policy and procedures within thirty (30) days of update finalization pertaining to:



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7.6.1. Participant Enrollment,

7.6.2. Enrollment of Priority Populations, and

7.6.3. Fiscal Management.

7.7. Submit proof of program affiliation annually.

7.8. Submit data model/program specific data collection changes that impact the data collection of MIECHV funded participants within fourteen (14) days of changes.

7.9. Submit copy of the established list of collaborative public and private partners annually.

7.10. Submit quarterly and annual CQI data in the format requested by the ADHS evaluators.

7.11. Sign in on the provided sign in sheets to all required meetings and trainings to ensure attendance is captured.

7.12. Provide information and updates to the Quarterly Meeting and Annual Site Visit template to ensure information needed for quarterly and annual federal reporting is captured and accurate.

7.13. Complete the required information pertaining to the Federal Funding Accountability and Transparency Act (FFATA).

#### **8. APPROVALS:**

8.1. Monthly Contractor's Expenditure Report (invoice/CER) shall be approved by ADHS prior to payment.

8.2. Written approvals must be received prior to utilizing funds for travel; trainings; equipment; marketing or education materials; food; program incentives; and other items determined by ADHS in accordance with the fiscal policy manuals.

8.3. Expansion into new service areas under this Contract shall be approved by ADHS.

8.4. Families receiving NFP services under this Contract cannot be transferred from a non-funded MIECHV site to a funded MIECHV site without review and approval from ADHS.

8.5. All marketing or educational materials, and promotional items, media or forms including, but not limited to, brochures, posters, publications or journal articles developed using funds awarded under this Contract shall be approved by ADHS Program Manager prior to printing by submitting;

8.5.1. A draft of the materials prior to printing, and

8.5.2. A copy of the final printed version for each item created.

8.6. Prior approval to move up to ten percent (10%) of the total budget amount between line items is required. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require an amendment.

#### **9. REFERENCE DOCUMENTS:**

9.1. The following documents are available through ADHS:

9.1.1. Data Collection and Benchmark Analysis Plan,

9.1.2. CQI Plan, and

9.1.3. Data Collection Forms.

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9.2. The following items will be submitted to the county from ADHS upon Agreement execution:

- 9.2.1. CER Template,
- 9.2.2. Monthly Report Template,
- 9.2.3. Data Cleaning Schedule,
- 9.2.4. Quarterly Meeting and Annual Site Visit Tracking Document, and
- 9.2.5. Other templates required for data collection and reporting as identified.

#### **10. NOTICES, CORRESPONDENCE, REPORTS, AND INVOICES**

10.1. Notices, Correspondence, Reports and Invoices/CER's from the Contractor to ADHS shall be sent to:

Arizona Department of Health Services  
Bureau of Women's and Children's Health (BWCH)  
Maternal, Infant and Early Childhood Home Visiting Program Manager  
150 North 18<sup>th</sup> Avenue, Suite #320  
Phoenix, Arizona 85007  
Phone: (602) 364-1441  
Email: [Jessica.Stewart@azdhs.gov](mailto:Jessica.Stewart@azdhs.gov)

10.2. Invoices shall be emailed to: [invoices@azdhs.gov](mailto:invoices@azdhs.gov)

- 10.2.1. Contractor's invoice shall be submitted no later than the close of business on the fifteenth (15th) business day of each month, following the month of service. The Contractor Manager, or Designee, shall approve the invoice. Approved invoices shall be paid by ADHS within thirty (30) days of receipt.

10.3. Notices, Correspondence, and Reports from ADHS to the Contractor shall be sent to:

Pima County Health Department  
Attn: Marcy Flanagan, Director  
3950 South Country Club Rd., Suite #100  
Tucson, Arizona 85714  
Phone: (520) 724-7931  
Email: [Marcy.Flanagan@pima.gov](mailto:Marcy.Flanagan@pima.gov)

10.4. Payments from ADHS to the Contractor shall be sent to the "Remit To" Address listed on the APP supplier profile.

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<b>HOME VISITING SERVICES FOR MIECHV</b>	
<b>ACCOUNT CLASSIFICATION</b>	<b>LINE ITEM TOTALS</b>
<b>PERSONNEL COSTS/SALARY EXPENSES</b>	<b>\$212,127.00</b>
<b>EMPLOYEE RELATED EXPENSES</b>	<b>\$54,962.00</b>
<b>PROFESSIONAL &amp; OUTSIDE EXPENSES</b>	<b>\$23,045.00</b>
<b>TRAVEL EXPENSES</b>	<b>\$10,059.00</b>
<b>OCCUPANCY EXPENSES</b>	<b>\$0.00</b>
<b>OTHER OPERATING EXPENSES</b>	<b>\$33,566.00</b>
<b>CAPITAL OUTLAY EXPENSES</b>	<b>\$0.00</b>
<b>INDIRECT COST EXPENSES (IF AUTHORIZED)</b>	<b>\$33,376.00</b>
<b>TOTAL \$367,135.00</b>	

With prior written approval from the Program manager, the Contractor is authorized to transfer up to a maximum of ten-percent (10%) of the total budget 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 an amendment.