



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

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: April 6, 2021

\* = Mandatory, information must be provided

or Procurement Director Award ☐

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

Paradigm Laboratories LLC

**\* Project Title/Description:**

COVID-19 Vaccination Services

**\* Purpose:**

This contract aims to supplement the Pima County Health Department's vaccination efforts by adding another vaccinator for mobile Points of Distribution (PODs). As the County's supply of vaccine grows, more mobile events are needed to target the most vulnerable and difficult to reach.

**\* Procurement Method:**

Direct Select per Board of Supervisors Policy D29.6, III-C

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

The goal is to vaccinate as many people in the priority groups as quickly as vaccine supply allows. This contract will increase opportunities for COVID-19 vaccination services, especially for those with mobility or other difficulties in getting to the large PODs. Broad distribution and administration of the COVID-19 vaccines is a crucial step towards resumption of normal societal functions.

**\* Public Benefit:**

The primary benefit is decreasing the spread of COVID-19 by increasing immunity in the number of Pima County residents that are vaccinated. Mobile clinics are best able to reach minority and disabled populations, which are underrepresented in the people that are vaccinated.

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

The Pima County Health Department will receive reports that include the number of vaccines given, what kind of vaccine, demographic information for those vaccinated, and any adverse reactions or events.

**\* Retroactive:**

No.

APPROVED FOR SIGNATURE

TO: COB 4-1-21 (A)  
vers.: 1  
pgs.: 13  
ADDENDUM

**Contract / Award Information**

Document Type: CT Department Code: HD Contract Number (i.e., 15-123): 21-362  
Commencement Date: 04/07/21 Termination Date: 04/06/22 Prior Contract Number (Synergen/CMS): N/A  
☒ Expense Amount: \$\* 2,000,000.00 ☐ Revenue Amount: \$ \_\_\_\_\_

**\*Funding Source(s) required:** Initially expenses will be charged to the Health Special Revenue fund, function code HDCOVID19V. It is anticipated that most of the expenses will be reimbursed by the federal government.

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 22-10.

**Amendment / Revised Award Information**

Document Type: \_\_\_\_\_ Department Code: \_\_\_\_\_ Contract Number (i.e., 15-123): \_\_\_\_\_  
Amendment No.: \_\_\_\_\_ AMS Version No.: \_\_\_\_\_  
Commencement 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: \_\_\_\_\_ Department Code: \_\_\_\_\_ Grant Number (i.e., 15-123): \_\_\_\_\_  
Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ Amendment Number: \_\_\_\_\_  
☐ Match Amount: \$ \_\_\_\_\_ ☐ Revenue Amount: \$ \_\_\_\_\_

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

**\*Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Match funding from other sources?** ☐ Yes ☐ No If Yes \$ \_\_\_\_\_ % \_\_\_\_\_

**\*Funding Source:** \_\_\_\_\_

**\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** \_\_\_\_\_

Contact: Sharon Grant

Department: Health

Telephone: 724-7842

Department Director Signature/Date: [Signature] 03/31/21

Deputy County Administrator Signature/Date: [Signature] 31 March 2021

County Administrator Signature/Date: C. R. [Signature] 3/31/21  
(Required for Board Agenda/Addendum Items)

Date: March 23, 2021

To: Chuck Huckelberry  
County Administrator

From: Theresa Cullen, MD, MS   
Health Department Director

Via: Francisco Garcia   
Deputy County Administrator

Terri Spencer  
Procurement Director

Re: Direct Selection Authorization Request – Paradigm Laboratories


Pursuant to Pima County Board of Supervisors Policy D29.6 III C – Direct Selection, and since the County is still under a declared health emergency, the Health Department is requesting approval to contract with Paradigm Laboratories LLC for provision of COVID-19 vaccination services as directed by Pima County. Increases in Moderna and Pfizer vaccine formulation allocations and the recent approval of the Johnson and Johnson vaccine formulation have combined to significantly increase projected vaccine availability to Pima County, and the Health Department projects a significant increase in the need for vaccinators as soon as the end of March.

Paradigm Laboratories has provided Pima County with an array of COVID-19 testing services since the onset of the pandemic, and has established themselves as the largest diagnostic RT-PCR test provider in the county. Paradigm has completed over 300,000 tests at County direction in fixed, high throughput locations, mobile field sites and third-party facilities. Leveraging this infrastructure and experience will provide the Pima County Health Department with another capable, skilled team able to provide the COVID-19 vaccinations vital to ensuring public health.

Cost equity will be ensured through comparison with like vendors, including those contracted under competitive methods. Provision of services, interfacing with the Arizona State Immunization Information System (ASIIS), vaccine allocations and provider onboarding will be monitored by certified, and where appropriate, licensed Pima County staff.

The Pima County Health Department requests authorization to contract with these agencies under the direct selection clause of BOS Policy D29.6, with a not to exceed amount of \$2,000,000, to be paid from appropriate grant and Health funds.

☒ APPROVED      ☐ NOT APPROVED

  
C.H. Huckelberry, County Administrator

3/23/21  
Date

**Pima County Department of Health**

**Project:** COVID-19 Vaccination Services

**Contractor:** Paradigm Laboratories LLC  
6117 E. Grant Rd.  
Tucson, AZ 85712

**Amount:** \$2,000,000.00

**Contract No.:** CT-HD-21-362

**Funding:** Health Special Revenue Fund, function code HDCOVID19V, Unit 2877

**PROFESSIONAL SERVICES CONTRACT**

**1. Parties and Background.**

- 1.1. Parties. This Contract is between Pima County, a body politic and corporate of the State of Arizona ("County"), and Paradigm Laboratories LLC ("Contractor").
- 1.2. Authority. County selected Contractor pursuant to and consistent with Board of Supervisors Policy D29.6, III.C, Direct Selection.

**2. Term.**

- 2.1. Initial Term. The term of this Contract commences on April 7, 2021 and will terminate on April 6, 2022 ("Initial Term"). "Term," when used in this Contract, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this Contract, the parties will, for all purposes, deem the Contract to have been in effect as of the commencement date.

**3. Scope of Services.** Contractor will provide County with the services described in **Exhibit A** (3 pages), at the dates and times described on **Exhibit A** or, if **Exhibit A** contains no dates or time frames, then upon demand. The Services must comply with all requirements and specifications in the Solicitation.

**4. Key Personnel.** Contractor will employ suitably trained and skilled professional personnel to perform all consultant services under this Contract. Prior to changing any key personnel, especially those key personnel County relied upon in making this Contract, Contractor will obtain the approval of County. The key personnel include the following staff: Laura Pieslewicz, Director of Site Services.

**5. Compensation and Payment.**

- 5.1. Rates; Adjustment. County will pay Contractor at the rates set forth in **Exhibit B** (1 page). Those rates will remain in effect during an Extension Option period unless Contractor, at least 90 days before the end of the then-existing Term, or at the time the County informs Contractor that the County intends to extend the Term, if that is earlier,

notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.

- 5.2. Maximum Payment Amount. County's total payments to Contractor under this Contract, including any sales taxes, may not exceed \$2,000,000.00 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Contractor is not required to provide any services, payment for which will cause the County's total payments under this Contract to exceed the NTE Amount; if Contractor does so, it is at the Contractor's own risk.
- 5.3. Sales Taxes. The payment amounts or rates in **Exhibit B** do not include sales taxes. Contractor may invoice County for sales taxes that Contractor is required to pay under this Contract. Contractor will show sales taxes as a separate line item on invoices.
- 5.4. Timing of Invoices. Contractor will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**. County must receive invoices no more than 30 days after the end of the billing period in which Contractor delivered the invoiced products or services to County. County may refuse to pay for any product or service for which Contractor does not timely invoice the County and, pursuant to A.R.S. § 11-622(C), will not pay for any product or service invoiced more than 6-months late.
- 5.5. Content of Invoices. Contractor will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item.
- 5.6. Invoice Adjustments. County may, at any time during the Term and during the retention period set forth in Section 22 below, question any payment under this Contract. If County raises a question about the propriety of a past payment, Contractor will cooperate with County in reviewing the payment. County may set-off any overpayment against amounts due to Contractor under this or any other contract between County and Contractor. Contractor will promptly pay to County any overpayment that County cannot recover by set-off.
6. **Insurance.** Contractor will procure and maintain at its own expense insurance policies (the "**Required Insurance**") satisfying the below requirements (the "**Insurance Requirements**") until all its obligations under this Contract have been met. The below Insurance Requirements are minimum requirements for this Contract and in no way limit Contractor's indemnity obligations under this Contract. The County in no way warrants that the required insurance is sufficient to protect the Contractor for liabilities that may arise from or relate to this Contract. If necessary, Contractor may obtain commercial umbrella or excess insurance to satisfy the Insurance Requirements.
  - 6.1. Insurance Coverages and Limits: Contractor will procure and maintain, until all its obligations have been discharged, coverage with limits of liability not less than those stated below. Coverage must be placed with insurers acceptable to the County with A.M. Best rating of not less than A-VII, unless otherwise approved by the County.
    - 6.1.1. Commercial General Liability (CGL) – Occurrence Form with limits not less than \$2,000,000 Each Occurrence and \$2,000,000 General Aggregate. Policy shall include coverage for liability arising from premises, operations, independent contractors, personal injury, bodily injury, broad form contractual liability and

products-completed operations. Any standard coverages excluded from the CGL policy, such as products/completed operations, etc. shall be covered by endorsement or separate policy and documented on the Certificates of Insurance.

- 6.1.2. Business Automobile Liability – Coverage for bodily injury and property damage on any owned, leased, hired, and/or non-owned autos assigned to or used in the performance of this Contract with minimum limits not less than \$1,000,000 Each Accident.
- 6.1.3. Workers' Compensation and Employers' Liability – Statutory coverage for Workers' Compensation. Workers' Compensation statutory coverage is compulsory for employers of one or more employees. Employers Liability coverage with limits of \$1,000,000 each accident and \$1,000,000 each employee – disease.
- 6.1.4. Medical Malpractice Insurance – This insurance is required for work from professionals whose coverage is excluded from the above CGL policy. The policy limits shall be not less than \$2,000,000 Each Claim and \$2,000,000 Annual Aggregate. The insurance shall cover professional misconduct or negligent acts of anyone performing any services under this contract.

6.2. Additional Coverage Requirements:

- 6.2.1. Claims Made Coverage: If any part of the Required Insurance is written on a claims-made basis, any policy retroactive date must precede the effective date of this Contract, and Contractor must maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.
- 6.2.2. Additional Insured Endorsement: The General Liability and Business Automobile Liability shall each be endorsed to include Pima County, its departments, districts, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor.
- 6.2.3. Subrogation Endorsement: The General Liability, Business Automobile Liability, and Workers' Compensation shall each contain a waiver of subrogation endorsement in favor of Pima County, and its departments, districts, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- 6.2.4. Primary Insurance Endorsement: The Required Insurance policies must stipulate that they are primary and that any insurance carried by County, or its agents, officials, or employees, is excess and not contributory insurance.
- 6.2.5. The Required Insurance policies may not obligate County to pay any portion of Contractor's deductible or Self Insurance Retention (SIR).
- 6.2.6. Subcontractors: Contractor must either (a) include all subcontractors as additional insureds under its Required Insurance policies, or (b) require each

subcontractor to separately meet all Insurance Requirements and verify that each subcontractor has done so, Contractor must furnish, if requested by County, appropriate insurance certificates for each subcontractor. Contractor must obtain County's approval of any subcontractor request to modify the Insurance Requirements as to that subcontractor.

6.3. Notice of Cancellation:

Contractor must notify County, within two (2) business days of Contractor's receipt of notice from an insurer, if any Required Insurance policy is suspended, voided, or cancelled for any reason. Notice must include the Pima County project or contract number and project description.

6.4. Verification of Coverage:

6.4.1. Contractor must furnish County with a certificate of insurance (valid ACORD form or equivalent approved by Pima County) for each Required Insurance policy, which must specify that the policy has all the required endorsements, and must include the Pima County project or contract number and project description. Each certificate must be signed by an authorized representative of the insurer.

6.4.2. County may at any time require Contractor to provide a complete copy of any Required Insurance policy or endorsement. Note: Contractors for larger projects must provide actual copies of the additional insured and subrogation endorsements.

6.4.3. Contractor must provide the certificates to County before work commences. Each Required Insurance policy must be in effect at least 10 days before work under this Contract commences. Contractor must provide County a renewal certificate not less than 15 days prior to a Required Insurance policy's expiration date. Failure to maintain the Required Insurance policies, or to provide evidence of renewal, is a material breach of this Contract.

6.4.4. All insurance certificates must be sent directly to the appropriate County Department.

6.5. Approval and Modifications:

The Pima County Risk Manager may modify the Insurance Requirements at any point during the Term of this Contract. This can be done administratively, with written notice from the Risk Manager and does not require a formal Contract amendment. Neither the County's failure to obtain a required insurance certificate or endorsement, the County's failure to object to a non-complying insurance certificate or endorsement, nor the County's receipt of any other information from the Contractor, its insurance broker(s) and/or insurer(s), constitutes a waiver of any of the Insurance Requirements.

7. **Indemnification.** To the fullest extent permitted by law, Contractor will defend, indemnify, and hold harmless Pima County and any related taxing district, and the officials and employees of each of them (collectively, "Indemnitee") from and against any and all claims, actions, liabilities, losses, and expenses (including reasonable attorney fees) (collectively, "Claims") arising out of actual or alleged injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by any act or omission of Contractor or any of Contractor's directors, officers, agents, employees,

volunteers, or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Indemnatee will, in all instances, except for Claims arising solely from the acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all Claims. Contractor is responsible for primary loss investigation, defense and judgment costs for any Claim to which this indemnity applies. This indemnity will survive the expiration or termination of this Contract.

**8. Laws and Regulations.**

8.1. Compliance with Laws. Contractor will comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders.

8.2. Licensing. Contractor warrants that it is appropriately licensed to provide the services under this Contract and that its subcontractors will be appropriately licensed.

8.3. Choice of Law; Venue. The laws and regulations of the State of Arizona govern the rights and obligations of the parties under this Contract. Any action relating to this Contract must be filed and maintained in the appropriate court of the State of Arizona in Pima County.

9. **Independent Contractor.** Contractor is an independent contractor. Neither Contractor, nor any of Contractor's officers, agents or employees will be considered an employee of Pima County for any purpose or be entitled to receive any employment-related benefits, or assert any protections, under the Pima County Merit System. Contractor is responsible for paying all federal, state and local taxes on the compensation received by Contractor under this Contract and will indemnify and hold County harmless from any and all liability that County may incur because of Contractor's failure to pay such taxes.

10. **Subcontractors.** Contractor is fully responsible for all acts and omissions of any subcontractor, and of persons directly or indirectly employed by any subcontractor, and of persons for whose acts any of them may be liable, to the same extent that the Contractor is responsible for the acts and omissions of its own employees. Nothing in this Contract creates any obligation on the part of County to pay or see to the payment of any money due any subcontractor, except as may be required by law.

11. **Assignment.** Contractor may not assign its rights or obligations under this Contract, in whole or in part, without the County's prior written approval. County may withhold approval at its sole discretion.

12. **Non-Discrimination.** Contractor will comply with all provisions and requirements of Arizona Executive Order 2009-09, which is hereby incorporated into this contract, including flow-down of all provisions and requirements to any subcontractors. During the performance of this Contract, Contractor will not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

13. **Americans with Disabilities Act.** Contractor will comply with Title II of the Americans with Disabilities Act (Public Law 110-325, 42 U.S.C. §§ 12101-12213) and the federal regulations for Title II (28 CFR Part 35).

14. **Authority to Contract.** Contractor warrants its right and power to enter into this Contract. If any court or administrative agency determines that County does not have authority to enter into this Contract, County will not be liable to Contractor or any third party by reason of such determination or by reason of this Contract.
15. **Full and Complete Performance.** The failure of either party to insist, in one or more instances, upon the other party's complete and satisfactory performance under this Contract, or to take any action based on the other party's failure to completely and satisfactorily perform, is not a waiver of that party's right to insist upon complete and satisfactory performance, or compliance with any other covenant or condition in this Contract, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time is not an accord and satisfaction.
16. **Cancellation for Conflict of Interest.** This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.
17. **Termination by County.**
- 17.1. Without Cause. County may terminate this Contract at any time without cause by notifying Contractor, in writing, at least 30 days before the effective date of the termination. In the event of such termination, County's only obligation to Contractor will be payment for services rendered prior to the date of termination.
- 17.2. With Cause. County may terminate this Contract at any time without advance notice and without further obligation to County when County finds Contractor to be in default of any provision of this Contract.
- 17.3. Non-Appropriation. Notwithstanding any other provision in this Contract, County may terminate this Contract if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining County or other public entity obligations under this Contract. In the event of such termination, County will have no further obligation to Contractor, other than to pay for services rendered prior to termination.
18. **Notice.** Any notice required or permitted to be given under this Contract must be in writing and be served by personal delivery or by certified mail upon the other party as follows:
- |                               |                                  |
|-------------------------------|----------------------------------|
| County:                       | Contractor:                      |
| Theresa Cullen, MD, Director  | Ethan C. Sasz, Owner & President |
| Pima County Health Department | Paradigm Laboratories LLC        |
| 3950 S. Country Club Dr. #100 | 6117 E. Grant Road               |
| Tucson, AZ 85714              | Tucson, AZ 85712                 |
19. **Non-Exclusive Contract.** Contractor understands that this Contract is nonexclusive and is for the sole convenience of County. County reserves the right to obtain like services from other sources for any reason.
20. **Remedies.** Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each is cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

21. **Severability.** Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law will be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.
22. **Books and Records.** Contractor will keep and maintain proper and complete books, records and accounts, which will be open at all reasonable times for inspection and audit by duly authorized representatives of County. In addition, Contractor will retain all records relating to this Contract for at least five (5) years after its expiration or termination or, if later, until any related pending proceeding or litigation has concluded.
23. **Public Records.**
- 23.1. **Disclosure.** Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all documents submitted in response to the solicitation resulting in award of this Contract, including, but not limited to, pricing schedules, product specifications, work plans, and any supporting documents, are public records. As such, those documents are subject to release and/or review by the general public upon request, including competitors.
- 23.2. **Records Marked Confidential; Notice and Protective Order.** If Contractor reasonably believes that some of those records contain proprietary, trade-secret or otherwise-confidential information, Contractor must prominently mark those records "CONFIDENTIAL." In the event a public-records request is submitted to County for records marked CONFIDENTIAL, County will notify Contractor of the request as soon as reasonably possible. County will release the records 10 business days after the date of that notice, unless Contractor has, within that period, secured an appropriate order from a court of competent jurisdiction, enjoining the release of the records. County will not, under any circumstances, be responsible for securing such an order, nor will County be in any way financially responsible for any costs associated with securing such an order.
24. **Legal Arizona Workers Act Compliance.**
- 24.1. Compliance with Immigration Laws. Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to its employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor will further ensure that each subcontractor who performs any work for Contractor under this Contract likewise complies with the State and Federal Immigration Laws.
- 24.2. Books & Records. County has the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.
- 24.3. Remedies for Breach of Warranty. Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor will be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a

replacement subcontractor, as soon as possible so as not to delay project completion. Any additional costs attributable directly or indirectly to such remedial action are the responsibility of Contractor.

- 24.4. **Subcontractors.** Contractor will advise each subcontractor of County's rights, and the subcontractor's obligations, under this Section 24 by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to

Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

25. **Grant Compliance.** Not Applicable.
26. **Israel Boycott Certification.** Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
27. **Amendment.** The parties may modify, amend, alter or extend this Contract only by a written amendment signed by the parties.
28. **Entire Agreement.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this Contract supersedes all prior or contemporaneous agreements and understandings, oral or written.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

This agreement will become effective when all parties have signed it. The effective date of the agreement will be the date this agreement is signed by the last party (as indicated by the date associated with that party's signature).

**PIMA COUNTY**

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

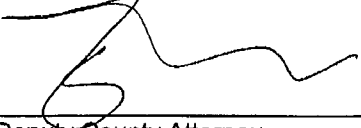
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

  
\_\_\_\_\_  
Department Representative

03/31/21  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

**Jonathan Pinkney**

\_\_\_\_\_  
Print DCA Name

3/31/21  
\_\_\_\_\_  
Date

**CONTRACTOR**

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

ETHAN C. SASZ  
\_\_\_\_\_  
Printed Name and Title

3/30/21  
\_\_\_\_\_  
Date

## **Exhibit A (3 pages)**

### **Scope of Services**

#### **GENERAL SPECIFICATIONS:**

1. Contractor must provide all activities, goods and services in accordance with current Center for Disease Control (CDC) and Advisory Committee on Immunization Practices (ACIP) guidance or as amended by agencies.
2. Contractor must provide all activities, goods and services in accordance with Arizona Department of Health Services guidance and compatible with local and state mandated reporting, privacy and health information statutes and regulation.
3. Contractor will be required to submit an updated/additional Vaccinator Distribution and Administration Plan within two (2) business days of an approved COVID-19 vaccine that contains detailed plan execution as it pertains to approved vaccine guidelines and requirements.
4. Contractor will be required to provide and have all patients complete required consent forms including consent to bill insurance.
5. Contractor shall have and maintain throughout the period of performance, sufficient qualified staff to perform all functions related to administering immunizations, including but not limited to, patient registration, screening, and vaccinations.
6. Contractor shall have readily available reports on all vaccines administered as well as copies of all consent to administer and consent to bill insurance patient forms.

#### **COUNTY ROLE AND RESPONSIBILITIES:**

The Pima County Health Department will coordinate activities under this contract and will regularly direct and interact with respondent's management, supervisors, and staff on behalf of County. This includes the authority to have Contractor staff removed from the project based on performance, complaint, or justified concern.

County reserves the right to inspect and audit vaccination events, records, and facilities used in the execution of this contract. Events, defined as any instance in which vaccine is being administered under this contract, may be monitored with or without notice or announcement.

County will allocate vaccine in accordance with State and Federal guidance using State tools on a weekly basis and will inform Contractor of vaccine allocation in a manner consistent with all other agencies receiving allocations in Pima County. Allocated vaccine will be delivered to the address provided to the State in the on-boarding process.

## **CONTRACTOR RESPONSIBILITIES**

### **Vaccine Storage and Handling**

To maintain the viability and safety of COVID-19 vaccine, Contractor must:

1. Store and handle vaccines in accordance with all CDC best practices and all manufacturer's recommendations;
2. Use continuous temperature monitoring devices on all mobile and static cold storage units;
3. Manage temperature excursions according to CDC guidelines and manufacturer's instructions;
4. Report all temperature excursions to the Pima County Health Department and state or federal agencies as required.

Failure to comply with these requirements may result in decrease of vaccine allocation.

### **Event Management**

Contractor will provide vaccination clinics in the field at the direction of the Pima County Health Department. This includes coordinating with selected sites for set up and tear down of events, screening patients for contraindications and allergies, following ACIP best practices for administration and reporting adverse events to both the Pima County Health Department and the Vaccine Adverse Event Reporting System (VAERS). Contractor will coordinate with County to establish event schedule, site plans, event approval and promotion.

Contractor is responsible for providing all necessary collateral, equipment, signage, and disposables required for operation of the vaccination event. This includes, but is not limited to, personal protective equipment for Contractor staff, biohazard disposal, vaccine administration supplies, emergency allergic reaction response supplies, tents, tables and other items as required.

Contractor is responsible for providing all necessary staffing required for the operation of the vaccination event. This includes but is not limited to patient flow control, registration, screening, vaccine administration, and patient monitoring.

Contractor will identify to County the method to be used for the public to schedule vaccination appointments, including provisions for second dose administration if appropriate. County reserves the right to require Contractor to modify the scheduling tool, or replace it, if necessary to meet standards for data collection, verification or administration management.

Contractor will review all necessary patient documentation to ensure appropriate vaccine administration.

Contractor will not solicit or accept payment from patients for services at events operating under this contract.

**Vaccine Administration**

Contractor staff must meet requirements to vaccinate as set forth in state guidelines for emergency vaccine administration. Contractor must ensure all staff licensure and certifications are valid and current and available for inspection by County or other auditing agency. All vaccinations must be given in accordance with ACIP, CDC, State and manufacturer guidance.

Contractor must ensure vaccine administration only to appropriate recipients in accordance with County guidelines and prioritization.

Contractor will immediately manage any adverse events or reactions in accordance with clinical practice guidelines and will report any serious adverse event to County immediately.

**Data Management**

Contractor must ensure complete entry of required data into Arizona State Immunization Information System (ASIIS) within 24-hours post-vaccination.

Contractor appointment and clinical record system must provide the ability to manage and rapidly analyze data to assist in process review, adverse event reporting and analysis, and utilization.

**Staffing and Scheduling**

Contractor will employ properly licensed, trained and credentialed staff to provide vaccinations and clinical oversight for the same at all events.

Contractor will submit the Training Plan to County identifying the curriculum, delivery model, and proposed schedule for delivery of COVID-19 vaccination administration training to vaccinating staff.

## Exhibit B (1 page) Compensation & Rates

Compensation is determined by the setting and period of operation for the vaccination event. Settings are walk-up, drive through, and static brick and mortar. Operational periods are full day or half day.

For purposes of this contract, the following definitions apply:

- A walk-up clinic is a temporary event where vaccination recipients present on foot, receive the vaccination and are monitored for reactions in a controlled space, and then are released from the clinic on foot.
- A drive-through clinic is a temporary event where vaccination recipients arrive and present in a personal vehicle, remain in the vehicle to receive the immunization and be monitored for reactions, and then are released from the clinic without exiting the vehicle.
- A static brick-and-mortar clinic is a recurring vaccination event in a permanent structure otherwise similar in nature to a walk-up clinic.
- A full day clinic is a nine-hour period providing a target of 500 vaccine administrations.
- A half-day clinic is five hours or less providing a target of 250 vaccine administrations.

At County direction and Contractor agreement, Contractor will increase throughput at full-day clinics by bringing on expanded staffing, allowing a minimum of 100 additional vaccine administrations at that specific clinic. The rate for Expanding Staffing is identified in the table below.

Contractor will receive compensation for events based on the following table.

Vaccination Clinic Compensation Rates			
	Half-Day	Full-day	Expanded Staffing
Walk-up Clinic	\$ 20,239.57	\$ 24,269.98	\$ 4,854.00
Drive-through Clinic	\$ 19,407.95	\$ 22,338.41	\$ 4,467.68
Static Brick-and-Mortar Clinic	\$ 17,841.55	\$ 20,007.40	\$ 4,001.48

Invoices are to be submitted on a monthly basis and will be payable on standard net-30 payment terms.

Invoices must include documentation of the locations, dates, number of vaccines administered and vaccine formulation used for each event being invoiced.