

COB - BOSAIR FORM

05/08/2026 12:03 PM (MST)

Submitted by Alejandra.Ruiz2@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 66425

Award Type: Grant

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 05/26/2026

Supplier / Customer / Grantor / Subrecipient: Arizona Department of Health Services (ADHS)

Project Title / Description: Well Women Health Check Program (WWHP)

Purpose: Provides access for uninsured and underinsured women to receive breast and cervical cancer screening and diagnostic services. Provides Navigation Only services for insured women to assist them in receiving breast and cervical cancer screening.

Attached is the ADHS Agreement CTR070063 Amendment 3 - Revision to Section 1.25, Revision and replacement of Price sheet. This amendment did not require PCAO's review or signature.

This BOSAIR pertains to ADHS CTR070063, and four (4) Purchase Orders that have been received to date; PO0000811707, PO0000779635, PO0000690966-1, PO0000671924. However, The BOS has only accepted the annual Not-to-Exceed amount of \$719,891.20, in 2024. Since that initial acceptance, ADHS has issued \$1,248,585.00 in purchase orders. This leaves \$528,693.80, in awarded funds that have not been acceptance by the Board of Supervisors. The purpose of this BOSAIR is to request acceptance of the retroactive amount of \$528,693.80. The other purpose of this BOSAIR is to request acceptance of the Not-to-Exceed amount of \$641,012 for Amendment 3, for the current year through February 2027. So, the amount to be accepted in this BOSAIR is \$528,693.80, plus the new Not-to-Exceed amount of \$641,012 which equals \$1,169,705.80.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: This is a non-procurement item and is not subject to Procurement rules.

Program Goals/Predicted Outcomes: Program aims to provide:
-Clinical breast exams, mammograms and pap/HPV tests to eligible women;
-Diagnostic services to detect breast and cervical cancers for women with abnormal screening results;

- Case management to ensure that women access and receive services;
- Navigation Only to provide individualized service planning and assistance in securing access to services for insured women for breast and cervical cancer screening;
- Development of Survivorship Care Plans for cancer survivors;
- Training and education about the program to community members and health professionals; and
- Assistance to members of the community to enroll on the Breast and Cervical Cancer Treatment Program (BCCTP)

Public Benefit and Impact: The WWHC Program in Pima County has been providing screening and diagnostic services since 1995 through subcontracts with community providers. In FY 22-23, over 2,254 services were provided for breast and cervical screening. Approximately 360 were referred for further diagnostics, and 9 were referred for cancer treatment. In addition to screening and diagnostic services, the program educated at-risk and vulnerable women about breast and cervical health, the importance of regular screening and early detection, and community resources that are available.

Strategic Plan Pillar • Quality of Life

Support of Prosperity Initiative: • 4. Increase Health Coverage and Reduce Medical Debt

Provide information that explains how this activity supports the selected Prosperity Initiatives The WWCH Program directly supports the Prosperity Initiative to increase health coverage and reduce medical debt by providing no cost breast and cervical cancer screening, diagnostic services, and navigation support to uninsured and underinsured women in Pima County. By covering the full cost of these essential services, the program prevents individuals from delaying care due to financial barriers and reduces the likelihood of high out of pocket medical expenses associated with late-stage diagnosis. Additionally, the program assists eligible women in enrolling in BCCTP, ensuring access to treatment coverage and further reducing long term medical debt. Through early detection, timely diagnostics, and navigation to treatment resources, the program improves health outcomes while minimizing financial burden on vulnerable populations.

Metrics Available to Measure Performance:

- Number of mammograms provided
- Number of pap and HPV tests
- Number of women referred for future diagnostics
- Number of women referred for cancer treatment
- Number of women provided Navigation Only services
- Number of community referrals assisted to enroll on BCCTP

Retroactive: YES

Retroactive Description: The BOS has accepted the annual Not-to-Exceed amount of \$719,891.20, in 2024. Since that initial acceptance, ADHS has issued \$1,248,585.00 in purchase orders. This leaves \$528,693.80, in awarded funds that have not been acceptance by the Board of Supervisors. The purpose of this BOSAIR is to request acceptance of the retroactive amount of \$528,693.80. We request retroactive approval of awarded funds in excess of the annual Not-to-Exceed amount so that all funds spent to date on the Well Women Healthcheck program are BOS approved.

Grant / Amendment Information (for grants acceptance and awards)

Record Number:

Euna Grant Record Number: 66425

Type: Amendment

Department Code: HD

Euna Grant Record Number: 66425

Amendment Number: 3

Commencement Date: 02/26/2026

Termination Date: 02/25/2027

Advantage Initial GTAW# (If Applicable): N/A

Total Revenue Amount:

\$1,169,705.80

Total Match Amount

\$0.00

Advantage Grant ID # (If Applicable): N/A

All Funding Source(s) required: Centers for Disease Control and State Funding

Does PCAO need to review the grant award (or grant amendment)?

NO

Does PCAO need to sign the grant award (or grant amendment)?

NO

Match funding from General Fund?

NO

Match funding from other sources?

NO

Are Federal Funds Involved?

YES

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

Centers for Disease Control passed through Arizona Department of Health Services (ADHS)

CFDA# To Be Confirmed

FAIN# To Be Confirmed

Department: HD

Name: Maria Loya

Telephone:


5207242877

GMI Director: **Kenneth B Walker** Digitally signed by Kenneth B Walker
Date: 2026.05.08 09:54:50 -07'00' Date: _____

Department Director Signature: **Theresa Cullen** Digitally signed by Theresa Cullen
DN: cn=Theresa Cullen, o=Pima County, ou=Health
Department, email=theresa.cullen@pima.gov, c=US
Date: 2026.05.08 09:28:21 -07'00' Date: 5/8/2026

Deputy County Administrator Signature:  Date: 5-8-2026

County Administrator Signature: _____ Date: 5/10/2026

	REQUEST FOR PROPOSAL CONTRACT AMENDMENT		ARIZONA DEPARTMENT OF HEALTH SERVICES OFFICE OF PROCUREMENT 150 N 18 th Ave., Ste. #530 Phoenix, Arizona 85007
	CONTRACT NO.: CTR070063	AMENDMENT NO.: THREE (3)	PROCUREMENT OFFICER: NATHANIEL THOMAS

Well Woman Healthcheck Program (WWHP)


Effective upon signature by both parties it is mutually agreed that the Contract is amended as follows:

1. Pursuant to the Uniform Terms and Conditions, Provision Five (5), Contract Changes, Section 5.1, the Contract is hereby revised with the following:
 - 1.1 The Scope of Work is revised and replaced to remove Section 1.25, WISEWOMAN.
 - 1.2 The Price Sheet is revised and replaced to remove the WISEWOMAN Program funding, to add the budget period, to update the Indirect Rate and Other Operating expense, and to add information regarding budget transfers between line items.

ALL CHANGES ARE REFLECTED IN **RED**

ALL OTHER PROVISIONS SHALL REMAIN IN THEIR ENTIRETY


Contractor hereby acknowledges receipt and acceptance of above amendment and that a signed copy must be filed with the Procurement Office before the effective date	The above referenced Contract Amendment is hereby executed this ____ day of _____ 20____ at Phoenix, Arizona <p style="text-align: center;">(To be filled out by Procurement Office)</p>
Contractor Signature	
Contractor Signature Date	
Authorized Signatory's Name and Title	
Pima County	
Contractor's Name	
	Procurement Officer Signature

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Scope of Work

1. DEFINITIONS

- 1.1 ADHS WWHP – Arizona Department of Health Services Well Woman Health Check Program in Arizona, an entity of the Division of Prevention and the Bureau of Chronic Disease and Health Promotions and managed by the Office of Chronic Disease and Population Health.
- 1.2 AHCCCS – Arizona Health Care Cost Containment System, Arizona’s Medicaid Program.
- 1.3 BCCTP – Breast and Cervical Cancer Treatment Program.
- 1.4 CDC – Centers for Disease Control and Prevention. CDC is the federal funding source for WWHP.
- 1.5 Client – A woman who is eligible to receive WWHP services and who has been enrolled in the Program.
- 1.6 Community Referral – A community Referral is a woman referred to the Breast and Cervical Cancer Treatment Program who has been diagnosed with breast cancer, pre-cancerous cervical lesions or cervical cancer outside of the Well Woman Health Check Program (WWHP).
- 1.7 Contractor – A service provider under a Contract to provide WWHP services for ADHS. Also referred to in this Scope of Work as the Contractor.
- 1.8 Contractor’s Expenditure Report (CER) – A monthly report in which claims for reimbursement of allowable costs are submitted to the Program Director for review and approval, and then forwarded to ADHS WWHP financial staff for processing and payment. (Form to be provided by WWHP financial staff)
- 1.9 Department – Arizona Department of Health Services (ADHS).
- 1.10 Evidence Based Initiatives – Activities or strategies that are derived from or informed by objective evidence. For this program the Evidence Based Initiatives (EBIs) can be found in [The Guide to Community Preventive Services](#).
- 1.11 HIPAA – Health Insurance Portability Accountability and Affordability Act. All WWHP information and data shall be managed within HIPAA guidelines.
- 1.12 MDEs – Minimum Data Elements are clinical information forms containing data required by the CDC. The data is entered into CaST and then submitted in de-identified format to CDC.
- 1.13 Navigation Only – The WWHP pays to screen and navigate uninsured or under-insured clients. The program also pays to navigate insured clients through breast and cervical cancer screening and diagnostics and into treatment if necessary.
- 1.14 Population Health – A population health perspective encompasses the ability to assess the health needs of a specific population; implement and evaluate interventions to improve the health of that population; and provide care for individual patients in the context of the culture, health status, and health needs of the populations of which that patient is a member.

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- 1.15 Program – The system of services for breast and cervical cancer screening and diagnostics that serves selected communities and functions under the auspices of the WWHP, ADHS. In addition to screening and diagnostics, the program also requires quality improvement initiatives regarding breast and cervical cancer screening and diagnostics.
- 1.16 Program Coordinator – Personnel hired by the Contractor to administer the Contract with ADHS WWHP.
- 1.17 Program Director – Personnel hired by ADHS to implement and monitor the WWHP.
- 1.18 Program Manual – The CDC Manual shall be distributed to the Contractor via email upon Contract. Forms and clinical algorithms shall also be made available upon Contract.
- 1.19 Reimbursement – Payments made on the basis of claims itemized and properly justified in the CER. Clinical services reimbursed at Medicare reimbursement rates. Documentation shall be provided to support all expenses listed on CER.
- 1.20 Reports – All required reports and reporting information, including but not limited to, the Labor Activity Report, Quarterly Report, monthly CER, Baseline Screening Report and the Annual Work Plan. Reports are explained during quarterly Contractor meetings. The ADHS WWHP may require additional reports not defined in this Contract.
- 1.21 Medical Service Provider – All Medical Doctors (M.D.s) or Doctors of Osteopathy (D.O.s) referring patients to the BCCTP shall be currently licensed under the provisions of the Arizona Revised Statutes, Title 32, Chapter 13 or 17 or Contracted with an AHCCCS Health Plan. All other personnel providing services shall be registered, licensed, or board certified in Arizona in their respective fields, as applicable and/or AHCCCS providers. Indian Health Service providers shall be licensed in Arizona or per The Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 1346(b), 2671-2680. If the referring physician is to be the treating physician, they need to be Contracted with an AHCCCS Health Plan. Indian Health Service providers shall be licensed in Arizona or per The Federal Tort Claims Act (FTCA), 28 U.S.C. §§ 1346(b), 2671-2680.
- 1.22 Quality Improvement – Systematic and continuous actions leading to measurable improvement in health care services and the health status of targeted patient groups.
- 1.23 Systems Change – The process of improving the capacity of the public health system to work with many sectors to improve the health status of all people in a community. Community is defined as the geographic area with a strong focus on those using services from those providers.
- 1.24 Priority Funded Population – The National Breast and Cervical Cancer Early Detection Program (NBCCEDP) eligible population includes those who are uninsured or underinsured, at or below 250% of the federal poverty level, aged forty to sixty-four (40 to 64) years for breast cancer services, and aged twenty-one to sixty-four (21 to 64) years for cervical cancer services. Those who are symptomatic or high-risk under the age of forty (40) years and those over the age of sixty-four (64) who do not have Medicare Part B may also receive services through the program. Those living in rural and frontier geographic areas; culturally isolated persons; incarcerated or institutionalized clients; medically underserved persons; person from minorities defined by race, religion, ethnicity, or culture, including African American, Alaska Native, American Indian, Asian American, Pacific Islander and Hispanic person: lesbian, gay, bisexual, or transgender (LGBT) persons, and persons who have low literacy, non-English speaking language barriers, and disabilities.

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2. BACKGROUND


ADHS, Division of Public Health Services (PHS), Bureau of Chronic Disease and Health Promotions (BCDHP) receives funding through a cooperative agreement with the CDC and from the State of Arizona to provide a statewide breast and cervical cancer screening and quality improvement program, known locally as the Well Woman Health Check Program (WWHP). The WWHP is part of the NBCCEDP, which was authorized when the U.S. Congress passed the Breast and Cervical Cancer Mortality Prevention Act of 1990, Public Law 101-354 and reauthorized April 20, 2007. The Act placed the responsibility for NBCCEDP with the United States Government's CDC. It also provided the foundation of NBCCEDP policies and requirements with regard to program eligibility and operations in each state.

The Breast and Cervical Cancer Mortality and Prevention Act of 1990 strictly prohibits use of NBCCEDP funds for cancer treatment. In October 2000, the U.S. Congress passed the Breast and Cervical Cancer Prevention and Treatment Act of 2000, Public Law 106-354. This law gives states the authority to provide optional Medicaid coverage to certain breast or cervical cancer patients. In the spring of 2001, the Arizona Legislature passed H.B. 2194 that authorizes AHCCCS, effective January 1, 2002, to provide cancer treatment for certain client diagnosed through the WWHP with breast cancer, pre-cancerous cervical lesions and cervical cancer. This was called the BCCTP. This law was changed in 2012; beginning on August 2, 2012, uninsured Arizona client, diagnosed with breast or cervical cancer, with an income at or below 250% of the Federal Poverty Level are eligible for treatment through the BCCTP provided by AHCCCS. To be eligible for treatment, clients shall be under the age of sixty-five (65) (aged forty to sixty-four (40 to 64) years for breast cancer, and aged twenty-one to sixty-four (21 to 64) years for cervical cancer), a resident of Arizona, have no credible health insurance coverage, be diagnosed with a breast cancer, cervical cancer or precancerous cervical lesion and be a U.S. citizen or legal permanent resident of at least five (5) years.


2.1 Eligibility for Enrollment in the WWHP Program:

To qualify as a client for breast and cervical cancer screening and diagnostic services under WWHP:

- 2.1.1 The client's income shall not exceed 250% of the Federal Poverty Level established annually by the Federal Register. A clear and usable format can be found at the following site, www.womanhealthcheck.org,
- 2.1.2 The client shall be a permanent resident of Arizona, or have been in the State for at least one (1) day with the intention of establishing permanent residence in Arizona,
- 2.1.3 The client shall be uninsured or under-insured. Under-insured is defined as health insurance that does not cover preventative health care, or where the unmet deductible or co-pay exceeds one hundred dollars (\$100.00),
- 2.1.4 Priority shall be given to enrollment of traditionally underserved populations outside the mainstream of patient care including those:
 - 2.1.4.1 Living in rural and frontier geographic areas;
 - 2.1.4.2 Culturally isolated; incarcerated or institutionalized;
 - 2.1.4.3 Medically underserved; racial and ethnic minorities, clients with disabilities, lesbians, gay, bisexual, transgender, or queer; and
 - 2.1.4.4 With low literacy or non-English speaking language barriers.

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- 2.1.5 Insured clients meeting the program income guidelines qualify for Navigation Only services through the WWHP,
- 2.1.6 The WWHP Contractor shall be responsible for directing clients requesting WWHP services to Medicaid (AHCCCS) and other insurance options. If clients are not able to afford the coverage provided via other insurance options and not eligible for AHCCCS they can then be enrolled in the WWHP. More information will be provided regarding this requirement as other insurance options become available,
 - 2.1.6.1 The Contractor are responsible for using the flowsheets and attestations provided during open enrollment for the Affordable Care Act; and
 - 2.1.6.2 The Contractor shall have certified enrollment specialists on site or have established working relationships with local certified enrollment specialists;
- 2.1.7 Clients sixty-five (65) years of age or older who also meet the above requirements:
 - 2.1.7.1 Who do not have Medicare Part B may be enrolled in the WWHP;
 - 2.1.7.2 These clients shall receive screening and diagnostic services following the same protocols used for other clients in the program;
 - 2.1.7.3 If diagnosed with cancer, this population of client's is not eligible to receive treatment services under the Breast and Cervical Cancer Prevention and Treatment Act of 2000;
 - 2.1.7.4 These clients, though they do not have Part B, Medicare, are eligible for other benefits through Medicare. These clients, when possible, shall be referred to healthcare organizations or agencies providing benefits provided under Medicare Parts A and B. If a client is unable to pay Medicare premiums, The client may be eligible for assistance under AHCCCS; and
 - 2.1.7.5 NBCCEDP funds can be used to evaluate clients under the age of forty (40) who are asymptomatic and has been determined to be at high risk for breast cancer.
- 2.1.8 Clients forty to sixty-four (40 to 64) years of age:
 - 2.1.8.1 Clients fifty to sixty-four (50 to 64) years of age are CDC's priority population for mammography screening services and reimbursed with federal funds;
 - 2.1.8.2 Clients fifty (50) years of age and older shall account for a majority of the mammography services, utilizing federal funding provided to WWHP Contractor;
 - 2.1.8.3 Mammography services, utilizing state funding, shall be provided to clients forty to forty-nine (40 to 49) years of age;
 - 2.1.8.4 Clients with an intact cervix or history of cervical neoplasia are eligible to receive Pap test screening in accordance with the WWHP cervical screening policy;

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2.1.8.5 The clinical breast examination, pelvic examination and Pap test (if necessary) are included in the office visit reimbursement. Office visits solely for the purpose of giving the patient the referral for a mammogram is not reimbursed. Providing the referral for the mammogram shall occur at the initial visit; and

2.1.8.6 Clients from populations with high rates of late-stage disease and high mortality shall be the focus of the program.

2.1.9 Clients under forty (40) years of age:

2.1.9.1 Clients less than forty (40) years of age may be enrolled for breast cancer screening and diagnostic services if they exhibit clinically confirmed symptoms of breast cancer. Clients are eligible for cervical cancer screening at the age of twenty-one (21);


2.1.9.2 Once the client's abnormality has been resolved and the recommendation is to return to routine screening intervals, the client shall be removed from WWHP rolls and referred to the local Title V (Maternal and Child Health Service Block Grant) or Title X (Arizona Family Planning) program. Clients under age twenty-one (21) are not typically eligible for the program. Clients under age twenty-one (21) with symptoms shall be addressed on a case-by-case basis and in consideration of CDC guidelines; and

2.1.9.3 Clients not eligible to receive Medicare Part B and those who are Medicare-eligible but cannot pay the premium to enroll in Medicare Part B may receive mammograms through the NBCCEDP.

2.2 Eligibility for Treatment:

2.2.1 Certain clients screened through the WWHP are eligible for treatment provided through AHCCCS. Each WWHP eligible client who has been clinically diagnosed with breast cancer, cervical cancer, or pre-cancerous cervical lesions (CIN II or CIN III) shall be screened for eligibility for the Breast and Cervical Cancer Treatment Program (BCCTP), facilitated by AHCCCS. Those documents include: pathology report showing a diagnosis of breast cancer, cervical cancer, or pre-cancerous cervical lesions; BC-100 Referral Form; WWHP Demographic and Eligibility Form; AHCCCS Application; copies of Arizona driver's license, social security card, U.S. Birth Certificate or Legal Permanent Resident card with at least five (5) years of legal residency; and documents demonstrating proof of current gross household income. If the woman has legal permanent residency status, and has been in the US less than five (5) years the Sponsor Deeming Form AH-611 shall also be completed. All application documents for the BCCTP are found online at www.wellwomanhealthcheck.org/bcctp. When a packet is complete, the Contractor is responsible for forwarding it to the ADHS WWHP for review. ADHS shall submit the approved documents to the AHCCCS BCCTP.

2.2.2 Clients not eligible for treatment services under the Breast and Cervical Cancer Prevention and Treatment Act shall be referred to clinicians willing to donate and/or provide services on a low cost/no cost basis. Available donated funds from foundations and/or organizations may be used to offset the treatment costs for these clients. If Contractor's chooses to serve clients not eligible for treatment under the Breast and Cervical Cancer Prevention and Treatment Act, shall guarantee treatment within sixty (60) days from the date of diagnosis per CDC program guidelines. If Contractor is unable to access these treatment services in a timely fashion, future

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screening efforts shall be limited to only those clients eligible under the Breast and Cervical Cancer Prevention and Treatment Act.

2.2.3 Regardless of the source of treatment funds, the Contractor is responsible for ensuring treatment is initiated within program timeframes and reporting the treatment start date to ADHS, in writing, via email, when the treatment is initiated. The time from diagnosis to treatment shall be less than sixty (60) days. These clients shall be tracked up to and including treatment initiation. Any tracking forms provided by ADHS shall be used by the Contractor. This requirement also applies to Navigation Only patients.

3. SERVICE AREA

Contractor are currently needed to service all areas in the State of Arizona.

4. OBJECTIVES


Provide comprehensive breast and cervical cancer screening and diagnostic services, known locally as the WWHP. The WWHP provides services in accordance with [Public Law 101-354](#), the Breast and Cervical Cancer Mortality Prevention Act of 1990. The ADHS, WWHP Contractor, WWHP service providers, and other partners work together to accomplish this mandate through the program components:

- 4.1 Program management and collaboration;
- 4.2 Partnerships and coalition participation for cancer control and prevention;
- 4.3 Public education and recruitment;
- 4.4 Professional development;
- 4.5 Quality assurance and improvement;
- 4.6 Breast and cervical cancer screening, referral, tracking, follow-up case management, and re- screening;
- 4.7 Navigation Only;
- 4.8 Systems change;
- 4.9 Data management and surveillance; and
- 4.10 Program assessment and evaluation.

5. SCOPE OF SERVICE

The Contractor shall develop, implement and evaluate a WWHP that includes:


- 5.1 Ongoing in-reach, outreach and the recruitment of eligible clients prioritizing the CDC priority funded populations;
- 5.2 Providing accessible, timely, and quality breast and cervical cancer screening services for uninsured and under-insured patients among other eligibility criteria;

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- 5.3 Implementation of EBIs within the participating clinics;
- 5.4 Providing accessible, timely and quality case management and navigation to insured patients;
- 5.5 Active participation in cancer coalitions and early detection and prevention workgroups that shall assist the WWHP including but not limited to:
 - 5.5.1 Improving and expanding WWHP services;
 - 5.5.2 Identifying and partnering with referral resources within local communities;
 - 5.5.3 Coordinating community services to reduce duplicative efforts;
 - 5.5.4 Securing accessible treatment and follow-up services for WWHP clients diagnosed with cancer who are ineligible for treatment services under the Breast and Cervical Cancer Prevention and Treatment Act of 2000. (Breast and Cervical Cancer Treatment Program);
 - 5.5.5 Supporting enrollment in the Breast and Cervical Cancer Treatment Program for community members diagnosed with breast and/or cervical cancer outside of the WWHP.
 - 5.5.6 Working with community partners to increase breast and cervical cancer screening rates in their geographic area and referrals to the BCCTP;
 - 5.5.7 Ongoing provider education in the Contractor's area of responsibility. Education shall include WWHP purpose, eligibility for the WWHP and the BCCTP, program guidelines, and survivorship resources;
 - 5.5.8 Navigation of clients diagnosed with breast and/or cervical cancer to survivorship support. This can be accomplished by linking these clients with resources on WWHP Survivorship website, [wellwomanhealthcheck](#);
 - 5.5.9 Systems Change and Quality Improvement activities that increase the breast and cervical cancer screening rates for all clients in the Contractor's area of responsibility;
- 5.6 Provide tobacco use assessment and Referral to all clients participating in the program including referral to smoking cessation support such as ASHLine and document;
- 5.7 Ongoing community and provider education regarding the expanded BCCTP availability, process, and guidelines;
- 5.8 Ongoing provider education regarding the need to report cancer cases to the Arizona Cancer Registry;
- 5.9 Ongoing provider education regarding clinical algorithms; and
- 5.10 Utilization of mobile mammography units or establish partnerships with mobile mammography units to reach isolated or medically underserved populations.

6. TASKS/METHODS OF ACCOUNTABILITY

- 6.1 Staffing and Reporting: The Contractor shall hire and retain a Program Coordinator, funded by WWHP, to perform functions necessary for compliance with the following program components:

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- 6.1.1 Labor Activity Reports shall reflect actual WWHP hours of staff time for reimbursement and are to be maintained in Contractor files for audit purposes. When staff changes occur, the Program Director shall be notified in writing within fifteen (15) days,
- 6.1.2 If key personnel are not available for work under this Contract for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the Program Director, and shall replace such personnel with personnel substantially equal in ability and qualifications within thirty (30) days,
- 6.1.3 The Contractor shall submit monthly CERs to the Program Director and Program Manager for reimbursement with accurate and complete forms. Services shall be billed within forty (40) days of the date of service. Reimbursement may be denied for services billed after forty (40) days of the date of service. CERs, patient listings and forms shall be sent to the WWHP in a manner that is HIPAA compliant; protecting patient confidentiality at all times electronically, utilizing a Secure File Transfer Protocol (SFTP). No physical delivery of paper bundles or patient information shall be delivered to ADHS:
 - 6.1.3.1 Documentation for Personnel and ERE costs shall be submitted with each CER on which Personnel and ERE reimbursement is requested. The documentation shall include: staff name, rate, hours, total pay and total ERE charged. The total for all staff shall be equal to what is listed on the CER;
 - 6.1.3.2 Documentation for Other Expenses shall include copies of invoices where the total matches the amount billed; and
 - 6.1.3.3 Documentation for Indirect Costs shall detail how they are determined. Annually the Indirect Agreement shall be provided to the ADHS WWHP Director and Program Manager.
- 6.1.4 Final CER billing shall be received by the Program Director and Program Manager no later than fifteen (15) days after the end of the budget period/program year. Reimbursement shall be denied for any outstanding claims submitted beyond that date,
- 6.1.5 All WWHP Contractor Program Coordinators and their Quality Improvement Managers shall be required to attend the ADHS WWHP quarterly educational series meetings, virtually or in person. Travel expenses shall be covered, at state rates, and supported in the Contractor's WWHP budget. Travel expenses shall not exceed amount limits set by the State of Arizona and claims shall conform to standards established by ADHS. Documentation shall be maintained in Contractor's files for audits. Documentation shall also be submitted to ADHS when a travel expense is listed on the CER. The Contractor's Program Managers, coordinators, and staff are held accountable for understanding the information shared at the meeting,
- 6.1.6 Contactor shall be required to attend semi-annual administrative and program check-in meetings virtually and report progress on screening targets,
- 6.1.7 Contactor shall be required to fill out and submit quarterly program reports, failure to do so shall affect future funding,
- 6.1.8 Contractor shall be required to increase screenings by five percent (5%) annually per the CDC requirement, and

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6.1.9 The Contractor shall document plans and performance as described in tasks 6.1.1 to 6.1.8 using Program authorized reporting formats.

6.2 Tracking and Reporting

It is the Contractor's responsibility to track and report the operational and financial information. It is the Contractor's responsibility to observe screening rates, spending ratios and spending limits based on the following:

6.2.1 The Contractor shall closely track the application of funds and shall maintain an internal accounting system that indicates the real-time totals of payments and the balance of unexpended funds for each cost component of the program and for each of the funding sources. The Contractor shall not exceed budgeted amounts and agrees to notify ADHS WWHP ninety (90) days prior to any depletion of budgeted funds. The Contractor shall use at least ninety-five percent (95%) of budgeted funds, failure to meet the ninety-five percent (95%) spending threshold shall result in decreased funding available in subsequent Contract years,

6.2.2 Rates of performance, expressed in the budget of this Contract as the number of clients to be screened, are obligatory. In signing the Offer and Acceptance, the Contractor agrees to achieve the stated screening number and recognizes that an anticipated failure to do so shall result in withdrawal of funding, and

6.2.3 Within thirty (30) days of Contract award the Contractor shall report to ADHS their facility baseline screening rates for breast and cervical cancer. If this is done via a chart audit, the audit shall be conducted on the appropriate number of relevant charts to ensure that it is statistically significant for their clinic population. Requirements include the following:

6.2.3.1 The Contractor shall complete the Baseline Clinic Data Collection Forms (Breast & Cervical Clinic Based Annual Reporting System (B&C BARS) for breast and cervical cancer annually. The breast cancer baselines shall be created for two population sets; those fifty to seventy-four (50 to 74) years for breast and those twenty-one to sixty-four (21 to 64) years for cervical. (This form shall be provided by ADHS);


6.2.3.2 The Contractor shall complete the NBCCEDP Health System EBI Implementation Plan Guide, and Template following a program assessment, (The Clinic Review Guide and Template from the CDC shall be provided by ADHS);

6.2.3.3 ADHS shall provide an EBI Clinic Review Tool to the Contractor after award; and

6.2.3.4 The Contractor shall assure that expenditures for costs incurred in screening and diagnostics procedures are not duplicated in payments of salaries or employee-related expenses for personnel who conduct those same procedures.

6.3 Screening, Diagnostic and Treatment Services shall include the following:

6.3.1 The Contractor shall provide breast and cervical cancer screening services with timely and appropriate diagnostic and treatment services in accordance with service and reimbursement policies set forth by the Program Manual, the Clinical Guidelines and algorithms provided by ADHS, and the Medicare Reimbursement Schedule. It is the Contractor's responsibility to:

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6.3.1.1 Provide WWHP services to enrolled clients directly or through Contracts with qualified service Providers;

6.3.1.2 Ensure that clients enrolled in WWHP are not charged for covered services; and

6.3.1.3 Navigate insured clients through screening, diagnostic and, if necessary, treatment services.

6.3.2 Reimbursement rates are set in accordance with Medicare Part B allowable rates. New rates are effective every year, and once available, distributed by the Program Manager at ADHS. A listing of maximum reimbursement rates is provided to the Contractor by ADHS each year,

6.3.3 Patient navigation services are reimbursed for insured patients at the Contractor clinic at the flat rate of fifty-five dollars (\$55) per patient navigated. Navigation shall be completed in full (dependent on the individual needs of the patient) in order to be reimbursed. Navigation Only patients shall be reported on the WWHP Client Listing and included in monthly CER and bundle submissions, and

6.3.4 The Contractor shall implement a case management system to assess the need for case management for abnormal screening results and provide timely and appropriate follow-up as defined in the WWHP and CDC guidelines. To assure quality in case management, the Contractor shall comply with the following:

6.3.4.1 The time from abnormal screening result to complete diagnosis shall be sixty (60) or fewer calendar days for all cases. If this time frame is not met, services shall not be reimbursed; and


6.3.4.2 The time from diagnosis to treatment start for breast cancer and invasive cervical cancer shall be sixty (60) or fewer calendar days for all cases. The time from diagnosis to treatment start for cervical lesions requiring treatment shall be sixty (60) or fewer calendar days for all cases. If this time frame is not met, services shall not be reimbursed.

6.4 Claims for reimbursement of allowable expenses shall be submitted by the following categories:

6.4.1 **CLIENT TRANSPORTATION.** The Contractor shall coordinate and provide transportation for clients, if necessary, to screening and to diagnostic appointments. Transportation expenses are reimbursed at AHCCCS rates. Documentation shall be submitted with the CER billing for that service. Supporting documentation shall be maintained in the Contractor's files for audits,

6.4.2 **DIRECT CLIENT (PATIENT CARE) SERVICES.** The Contractor shall report all expenses related to WWHP screening and diagnosis. Supporting documentation shall be attached to the monthly CER. Documentation includes MDEs and all related items. Services costing \$200.00 or more require that a copy of the original invoice be included, or

6.4.3 **NON-CLIENT COSTS.** Documentation related to administrative and travel expenses shall be submitted with the CER and also shall be retained in the Contractor's offices and available on demand to representatives of ADHS WWHP and to program auditors. For the purposes of this Contract, documentation pertains to sales receipts and any other form of invoices for purchases of goods or services, documentation related to compensation of personnel and employment-related costs, documentation for public education expenditures, documentation for staff travel expenditures (mileage log and receipts for travel-related expenses), and receipts for all other

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administrative costs. Contractor shall keep documentation and receipts on file at the Contractor offices, and these shall be made available on demand to representatives of ADHS WWHP and to program auditors. All non-client costs billed on the CER shall have supporting documentation submitted with the CER.

6.5 Covered services shall include:

6.5.1 Screening Services

6.5.1.1 Breast – annual screening mammography for clients forty to sixty-four (40 to 64) years old. It is not a requirement for every client to have a Clinical Breast Exam (CBE) prior to a mammogram. Reimbursement is allowed for a CBE, but it is not required. The decision to have a CBE shall be between a client and her provider. Diagnostics following an abnormal CBE or mammogram follow the Breast Cancer Diagnostic Algorithms shall be provided to the Contractor by ADHS upon award of a Contract. In addition:

6.5.1.1.1 Clients thirty-five to sixty-four (35 to 64) years old shall be assessed for their lifetime breast cancer risk. Contractor shall use either the Gail Model or Tyrer-Cuzick risk assessment tool to determine risk. Risk assessment results shall be reported to ADHS WWHP as an MDE, and


6.5.1.1.2 Those clients determined to be at high risk may have a magnetic resonance image (MRI). Requests for approval of an MRI shall be submitted to the WWHP offices at ADHS.

6.5.1.2 Cervical - the pelvic examination and the Pap test shall be done in accordance with the WWHP Clinical Guidelines and the CDC guidance provided in the National Breast and Cervical Cancer Early Detection Program Manual (provided by ADHS upon award). This guidance changes periodically and the Contractor shall be responsible for keeping protocols, process and algorithms in step with the CDC guidelines. Guidance for cervical screening algorithms can be found at the [ASCCP](#) guidelines. To be eligible for Pap test screening:

6.5.1.2.1 Clients shall have an intact cervix or history of cervical neoplasia,

6.5.1.2.2 Cervical Cancer screening shall be for clients aged twenty-one to sixty-four (21 to 64) years old, regardless of sexual activity,


6.5.1.2.3 Clients shall receive a Pap test alone every three (3) years for those aged twenty-one to twenty-nine (21 to 29) years. For those aged thirty to sixty-four (30 to-64) years, funds can be used to reimburse for either 1) Pap testing alone every three (3) years, 2) co-testing with the combination of Pap testing with human papillomavirus (HPV) testing every five (5) years for those aged thirty to sixty-four (30 to 64) years, or 3) primary HPV testing every five (5) years. Clients under the age of twenty-one (21) are not eligible to participate in the program. Pap testing provided outside of these timeframes or age ranges shall not be reimbursed unless clinically warranted,

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- 6.5.1.2.4 Clients twenty-one to sixty-four (21 to 64) shall be assessed for their overall risk for cervical cancer. Risk assessments results shall be reported to ADHS WWHP as an MDE. There shall be a space on the WWHP form specific to reporting the risk determination,
- 6.5.1.2.5 Clients considered high risk (HIV positive, immunocompromised, and exposed in utero to diethylstilbestrol) may need to be screened more often and shall follow the recommendations of their provider,
- 6.5.1.2.6 Clients who have had a hysterectomy for invasive cervical cancer shall undergo cervical cancer screening for twenty (20) years even if it goes past the age of sixty-five (65). Clients who have had cervical cancer shall continue screening indefinitely as long as they are in reasonable health,
- 6.5.1.2.7 Contractor shall focus their efforts on screening a minimum of thirty five percent (35%) of program eligible clients who have never been screened for cervical cancer or who have not been screened within the past ten (10) years,
- 6.5.1.2.8 If CDC changes program screening guidance Contractor shall reflect the guidance as requested by ADHS and CDC, and
- 6.5.1.2.9 For follow-up testing after abnormal Pap results, Contractor shall provide diagnostic testing as per the ASCCP guidelines.

6.6 The target population for Navigation Only services shall be predominately low-income clients at or below 250% FPL, insured clients between the ages of twenty-one to sixty-four (21 to 64) years receiving services from the Contractor's clinic shall be enrolled in the WWHP to receive patient navigation and case management for their breast and cervical cancer screening and diagnostic procedures. While these clinical services shall not be reimbursable by the WWHP and shall be covered by the client's insurance, patient navigation shall be reimbursed to the Contractor at the flat rate of fifty-five dollars (\$55) per patient. MDEs shall be submitted to ADHS WWHP on Navigated Only patients. Patient navigation for clients served in the WWHP shall include the following activities:

- 6.6.1 A written assessment of the client's barriers to cancer screening, diagnostic services, and initiation of cancer treatment,
- 6.6.2 Patient education and support,
- 6.6.3 Resolution of client barriers (i.e. transportation and translation services),
- 6.6.4 Patient tracking and follow-up to monitor progress in completing screening, diagnostic testing, and initiating cancer treatment,
- 6.6.5 Patient navigation shall include minimum of two (2), but preferably more, contacts with the patient, given the centrality of the client-navigator relationship, shall include:
 - 6.6.5.1 Collection of data to evaluate the primary outcomes of patient navigation;
 - 6.6.5.2 Patient adherence to cancer screening;

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- 6.6.5.3 Diagnostic testing;
- 6.6.5.4 Treatment initiation; and
- 6.6.5.5 Patients lost to follow-up shall be tracked.

6.6.6 Linking clients to other needed health, community, and social services,

6.6.7 Patient navigation services are terminated when a client:


- 6.6.7.1 Completes screening and has a normal result; and
- 6.6.7.2 Completes diagnostic testing and has normal results; or
- 6.6.7.3 Initiates cancer treatment or refuses treatment.

6.6.8 Diagnostic services: Covered diagnostic services are reimbursed in accordance with amounts listed by ADHS WWHP in the annual Fee Schedule of the Medicare Reimbursement Rates for allowed procedures,

6.7 The Contractor shall implement a case management system to assess the need for case management for abnormal screening results and monitor timely and appropriate follow-up as defined in the WWHP and CDC guidelines. To assure quality in case management, the Contractor shall comply with the following:

- 6.7.1 The time from screening to diagnosis shall be less than sixty (60) calendar days,
- 6.7.2 For all breast cancer and all invasive cervical cancer, the time from diagnosis to treatment shall be less than sixty (60) days. For all High Grade Squamous Intraepithelial Lesion (HSIL), Cervical Intraepithelial Neoplasia, Grade II (CIN2), Cervical Intraepithelial Neoplasia, Grade III (CIN3), and Cervical Cancer in situ, the time from diagnosis to treatment shall be less than sixty (60) days, and
- 6.7.3 Clients diagnosed with breast or cervical abnormalities are followed using the WWHP guidelines and the algorithms discussed above. If a case appears complex, the WWHP Medical Directors are available to provide technical assistance and guidance. The case records are submitted to the WWHP Program Director or WWHP Program Manager. ADHS staff is responsible for communicating with the Medical Director. If additional information is requested by the Medical Director, the Contractor is responsible for providing that information to ADHS within forty-eight (48) hours.

6.8 The Contractor shall coordinate the submission of BCCTP application packets to ADHS WWHP Program Director or Program Manager. The Contractor shall guide the patient in the BCCTP Enrollment Application process. Application packets shall include: pathology report showing a diagnosis of breast cancer, cervical cancer, or pre-cancerous cervical lesions (CIN II or CIN III); BC-100 Form; WWHP Demographic and Eligibility Form; AHCCCS Application; copies of Arizona driver's license, social security card, U.S. Birth Certificate or Legal Permanent Resident card with at least five (5) years of legal residency; and documents demonstrating proof of current gross household income;

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6.9 The BCCTP was expanded on August 2, 2012. This expansion allows uninsured clients in Arizona, with an income at or below 250% of the Federal Poverty Level, diagnosed with breast or cervical cancer on or after August 2, 2012 to enroll in the BCCTP. The process for this enrollment can be found on the [Breast and Cervical Cancer Treatment](#) page of the [wellwomanhealthcheck.org](#) website. Contractor is responsible for educating local providers and organizations about the expansion and the process for enrolling these Community Referrals into the BCCTP. Contractor shall use the materials available on the website for this education process. Contractor is also responsible for coordinating the submission of these packets for their site(s). **The Contractor is required to process Community Referral applications for BCCTP for the geographic area in which they are providing services;** and

6.10 Contractor shall link patients diagnosed with breast or cervical cancer to survivorship services as listed on the [survivorship page](#) of [wellwomanhealthcheck.org](#). The annual work plan shall include a description of survivorship resources available in the community and how the clinic plans on linking patients with those resources. The case manager shall show cancer patients the tab specific to survivorship care plans and explain how those are to be used.

7. QUALITY ASSURANCE

7.1 The Contractor and Service Providers shall respond within forty-eight (48) hours to communications concerning quality assurance issues. Consider any request for patient information or data a quality assurance issue;


7.2 Lost to follow-up for abnormal results is defined as not being able to contact a client for follow-up services or even to inform of results. Lost to follow-up cases shall not be closed as lost to follow-up until the appropriate WWHP procedures have been executed and documented in the patient’s chart, and until a copy of the special form to report lost to follow-up has been sent to ADHS in the appropriate MDE bundle submission. A client cannot be declared lost to follow-up unless significant documented efforts have been made to locate the client. Contractor shall supply documentation of at least four (4) attempts to follow-up with the patient. The four attempts shall consist of three (3) telephone calls and one (1) certified letter. The return receipt or returned letter shall be filed in the patient’s medical record. A copy of the receipt shall accompany the lost to follow-up form submitted to ADHS;

7.3 Quality standards shall include:

7.3.1 The Contractor and all subContractor shall obtain and maintain the following current documents: license(s) or certification(s) and liability insurance. The Contractor shall maintain a secured file of all such documents that shall be available for review at any time,

7.3.2 Personnel: All Medical Doctors (MDs) or Doctors of Osteopathy (DOs) providing services under this Contract shall be AHCCCS providers and currently licensed under the provisions of the Arizona Revised Statutes, Title 32, Chapter 13 or 17. All other personnel providing services shall be registered, licensed, or board certified in Arizona in their respective fields, as applicable. Indian Health Service providers are not required to have Arizona licenses, and

7.3.3 Facility: To be approved for payment, all mammography reports shall be submitted using the language of the American College of Radiology (ACR) lexicon, also known as BI-RAD System™. All laboratory facilities used by the Contractor and its subContractor shall adhere to the standards of the Clinical Laboratory Improvement Act (CLIA) (1988), and maintain the appropriate CLIA certification. To be approved for payment, all Pap test reports shall be submitted using the current Bethesda System of reporting.


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- 7.4 Service Provider Contracts shall grant the Contractor and ADHS WWHP representatives, access to review WWHP patient records, and policy and procedure statements. Review is necessary to monitor compliance with WWHP protocols and to manage clinical quality. Provider Contracts shall require that all cancer cases be submitted to the ACR by the diagnosing provider within ninety (90) days of diagnosis;
- 7.5 WWHP patient records shall be maintained by Service Providers for up to ten (10) years to ensure patient care. After ten (10) years, the patient records may be destroyed in a manner consistent with HIPAA regulations;
- 7.6 Each Contractor is responsible for ensuring that the Contractor and all subContractor provide the Program Director with legible copies of procedure reports/results in addition to properly completed WWHP MDEs; and that Service Providers understand and follow clinical guidelines and program policies/procedures;
- 7.7 Sub-Contracts with clinicians (breast and cervical) shall be with AHCCCS registered Service Providers. In the event a client's diagnostic work-up is positive for cancer or pre-cancerous cervical lesions, and the client's treatment is received through AHCCCS, AHCCCS shall cover the cost of treatment and diagnostic procedures. By sub-Contracting with AHCCCS registered Service Providers, AHCCCS can pay the Service Provider directly for the diagnostic services rendered;
- 7.8 Assessment of the client's smoking status shall occur during each annual visit. If the patient is a current smoker the patient shall be referred to the ASHLine Smoking Cessation call in system. Referral forms shall be provided. Smoking status shall be recorded on the Demographic and Enrollment Form; and
- 7.9 The WWHP is a screening, diagnostic, and quality improvement program. Due to the Quality Improvement focus of the WWHP, each Contracted entities Quality Improvement Manager shall attend the ADHS WWHP quarterly educational series meetings.

8. PARTNERS AND COALITION BUILDING:

The Contractor is responsible for participating in coalitions and/or partnerships focused on improving services or access to services for breast and cervical cancer issues. To accomplish this, the Contractor shall:

- 8.1 Participate in local meetings of groups, organizations, and agencies such as, but not limited to, the American Cancer Society, the Arizona Cancer Coalition, ethnic and cultural coalitions, and health care coalitions. The purpose of this participation is to establish and maintain local networking opportunities for identifying treatment opportunities and enhance public awareness of breast and cervical cancer resources;
- 8.2 Engage in planning activities that support the American Cancer program activities. Contractor shall also participate in these local events;
- 8.3 Actively participate in a work group with the Arizona Cancer Coalition. Work groups are project focused and change over time. The focus of all work groups is to lower the burden of cancer in Arizona while improving the quality of life for cancer survivors and their families. Contractor shall report work group selection in their quarterly report;
- 8.4 Educate local providers and organizations about the BCCTP expansion and the process for enrolling these Community Referrals into the BCCTP. Contractor shall use the materials available on the website for this education process. Contractor is responsible for coordinating the submission of these packets for their site(s). The BCCTP was expanded on August 2, 2012. This expansion allows uninsured clients in Arizona, with an income at or below 250% of the Federal Poverty Level, diagnosed with breast or cervical cancer on

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or after August 2, 2012 to enroll in the BCCTP. The process for this enrollment can be found on the [Breast and Cervical Cancer Treatment](http://www.wellwomanhealthcheck.org) page of the wellwomanhealthcheck.org website; and

- 8.5 Assess their community for healthy lifestyle programs and activities targeting adults (examples include the Chronic Disease Self-Management Program, Diabetes Self-Management Program and the LIVESTRONG program at the Young Men’s Christian Association [YMCA]). A list of these resources shall be submitted in the annual work plan. This resource shall be shared with WWHP patients and they shall be encouraged to participate in these activities.

9. LOCAL PUBLIC EDUCATION AND RECRUITMENT ACTIVITIES


The Contractor Shall:

- 9.1 Develop and implement a minimum of two (2) activities focused on breast and cervical cancer, using public education and recruitment methods identified as appropriate for the local service area by key personnel;
- 9.2 Develop and implement recruitment strategies to recruit eligible clients from priority populations (those living in rural and frontier geographic areas; uninsured or underinsured persons; culturally isolated persons; incarcerated or institutionalized clients; medically underserved persons; persons from minorities defined by race, religion, ethnicity, or culture, including African American, Alaska Native, American Indian, Asian American, Pacific Islander and Hispanic persons: lesbian, gay, bisexual, or transgender (LGBT) persons, and persons who have low literacy, non-English speaking language barriers, and disabilities);
- 9.3 Develop protocols to ensure a patient returns on an annual basis for appropriate screening;
- 9.4 Develop and implement recruitment efforts of patients to ensure utilization of all funds budgeted;
- 9.5 Use in-reach and evidence-based strategies to increase clinic screening rates to levels required for Healthy People 2030;
- 9.6 Implement program processes that maintain fidelity with WWHP guidelines. This encompasses clinical protocols, recruitment, in-reach, enrollment processes, ongoing quality improvement processes, public education, provider education and forms;
- 9.7 Utilize mobile mammography units as part of recruitment strategies among other activities in addition to partnership with community mobile mammography units; and
- 9.8 Engage Community Health Workers (CHWs) to connect the program eligible clients with the healthcare system or to create community clinical linkages. Recruitment efforts shall include culturally appropriate communications and intervention to help reach those disparate populations.

10. LOCAL PROFESSIONAL DEVELOPMENT

The Contractor Shall:

- 10.1 Develop a minimum of one (1) activity addressing the continuing professional development needs in connection with breast and cervical cancer screening, diagnosis and treatment. The educational event shall provide CMEs/CEUs for the participants. These events shall be reported in the quarterly report and include the sign-in sheet, presentation PowerPoint, and evaluation results. WWHP Service Providers shall be provided opportunities to be involved in all breast and cervical cancer clinical education activities relating to breast and cervical cancer;

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- 10.2 Work closely with the ADHS WWHP and others to assess and address local professional development needs;
- 10.3 Educate community providers regarding the WWHP and the expansion of the BCCTP. Education shall include program services, eligibility, locations, access to the treatment program and guidance for overall program access;
- 10.4 Work with Contracted providers to encourage and support their timely reporting of cancer cases to the Arizona Cancer Registry; and
- 10.5 Document activities and evaluation findings related to Task 6.1.9 in the Quarterly Reports.

11. SCREENING AND NAVIGATION QUOTAS


The Contractor Shall:

- 11.1 Screen a number of clients for their geographical area. This number shall be updated and shall increase by five percent (5%) annually;
- 11.2 Provide navigation services to a number of insured clients in their health system every year. These clients shall be enrolled in the "Navigation Only" component of the WWHP. Their screening and diagnostic test results shall be reported to ADHS WWHP as MDEs; and
- 11.3 Complete screening and navigation services between June 30th, and June 29th, of each fiscal year.

12. SYSTEMS CHANGE

The Contractor Shall:

- 12.1 Address policy within their clinic(s) to prioritize breast and cervical cancer screening for **all** clients using their clinic(s);
- 12.2 Determine baseline screening levels for breast and cervical cancer within their clinic(s) and report to ADHS within thirty (30) days of Contract award and annually thereafter;
- 12.3 Implement evidence-based strategies to increase screening rates for breast and cervical cancer within all WWHP Contracted facilities. Evidence-based strategies to increase cancer screening can be found at www.TheCommunityGuide.org;
- 12.4 Complete the Baseline-Clinic Data Collection Forms for Breast and Cervical Cancer;
- 12.5 Complete the Annual Clinic Data Collection Forms for Breast and Cervical Cancer annually;
- 12.6 Complete the NBCCEDP EBI Implementation (these templates shall be provided by ADHS upon receipt from CDC);
- 12.7 Report screening baselines by July 30th of each subsequent program year;
- 12.8 Agree to change their scope of work per revised requirements from the CDC and may change the program guidance during the life of this award; and

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12.9 Provide clinic operations and leadership to support for successful systems. The WWHP is no longer a simple screening program for the uninsured. Nationally the infrastructure is being used to improve cancer screening rates for all users; a population health approach. Ultimately, a comprehensive public health approach is needed to increase breast and cervical cancer screening and follow-up. This expanded focus shall help to reduce disparities and missed opportunities during patient encounters. These interventions need to be a part of the long-term substantially of the program and requires leadership approval and support for the following:

- 12.9.1 The use of evidence-based initiatives to improve breast and cervical cancer screening rates in all clinics providing services for the WWHP,
- 12.9.2 The provision of Information Technology (IT) support to create and pull reports as needed to support quality improvement practice,
- 12.9.3 Operational support to assess and determine clinic patient flow and to attempt revisions when necessary,
- 12.9.4 Provider cooperation and support for provider reminders and provider assessment and feedback,
- 12.9.5 Providing time at several provider meetings per year for reporting on breast and cervical cancer screening rates and progress on improvements,
- 12.9.6 Provide support for program staff to complete one provider education session, with CMEs per program year- (Reducing Structural Barriers), and
- 12.9.7 Providing support for navigation only of insured patients through breast and cervical cancer screening, diagnostics and into treatment, if necessary.

13. DELIVERABLES

The Contractor shall provide to ADHS:

- 13.1 Lists of all Service Providers at the beginning of each Contract year and within thirty (30) days of Service Providers being removed and/or added. Copies of Contracts with Service Providers shall be kept on file at the Contractor offices for audit purposes;
- 13.2 Monthly CERs to the Program Manager for reimbursement with accurate and complete forms. Services shall be billed within forty (40) days of the date of service;
- 13.3 Quarterly Reports are due ten (10) days after the end of each quarter;
- 13.4 Screening Baselines are due thirty (30) days after Contract award and annually thereafter;
- 13.5 Documentation of activities and products related to Task 6.1.9 in the Quarterly Reports. Due dates will be shared annually upon notification of CDC;
- 13.6 Documentation of activities and evaluation of the tangible results of the activities related to TASK 5.1.9 in the Quarterly Reports. Due dates will be shared annually upon notification of CDC;
- 13.7 An Annual Work Plan is due thirty (30) days after signing the Contract and annual Amendment;

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13.8 A required written plan that illustrates how the Contractor shall perform up to Contractual standards in the event of a pandemic. The State may require a copy of the plan at any time post award of a Contract. At a minimum, the pandemic performance plan shall include:

13.8.1 Pandemic Contractual Performance;

- 13.8.1.1 Key succession and performance planning, if there is a sudden significant decrease in Contractor's workforce;
- 13.8.1.2 Alternative methods to ensure there are products in the supply chain;
- 13.8.1.3 An up-to-date list of company contacts and organizational chart; and
- 13.8.1.4 Once the pandemic is officially declared over and/or the Contractor can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided Contract(s).

13.9 Payment/reimbursements may be withheld when reporting requirements are not met and future funding shall be affected.

Item	Due Date
CEO, CMO and staff signed Letter of Support for items listed in 12.9	Include in Proposal Annually thereafter
Selection of two (2) EBI's to use per clinic site	Thirty (30) days after awarded (shall be used consistently for five (5) years)
Number of uninsured clients forty plus (40+) using clinic in past twelve (12) months	Include in the Proposal, Annually thereafter
Breast and Cervical Cancer Screening Rates Inclusive of Numerator and Denominator and specific description of standard being used (HEDIS, UDS, GPRA or NQF)	Include in Proposal (include formula explaining how it is derived) Quarterly thereafter
Number of Insured Clients forty plus (40+) using clinic in past twelve months	Include in Proposal Annually thereafter
Number of clients forty plus (40+) and number of clients fifty plus (50+) using the clinic	Include in Proposal Annually thereafter
Navigation Only Forms – completed	Monthly, with CER/MDE bundle
Proposed date and topic of Provider Education Session. It is required that CMEs are offered.	February 15 th for First (1 st) Year July 15 th , thereafter
Medicaid and Online Insurance Enrollment Data	Quarterly with Quarterly Reports

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14. NOTICES, CORRESPONDENCE REPORTS AND CERs

14.1 All notices, correspondences, reports and CERs from the Contractor to ADHS shall be sent electronically via email to the Program Manager; and

Arizona Department of Health Services
 Bureau of Chronic Disease and Health Promotions
 Well Woman Health Check Program
 Attention: Polar S. Akoi, Program Director
 150 North 18th Avenue, Suite 310
 Phoenix, Arizona 85007
 Email: polar.akoi@azdhs.gov

14.2 All CERs shall be sent to the Program Manager, who shall review for accuracy and approve to send to Accounts Payable for payment.

14.2.1 Invoices/CERs shall be submitted to: invoices@azdhs.gov

14.3 Automated Clearing House

14.3.1 ADHS may pay invoices for some or all Orders through an Automated Clearing House (ACH). In order to receive payments in this manner, the Contractor shall complete an ACH Vendor Authorization Form (form GAO-618) within 30 (thirty) days after the effective date of the Contract. The form is available online at: <https://gao.az.gov/sites/default/files/2023-05/GAO-618.pdf>

14.3.2 ACH Vendor Authorization Form shall be emailed to Vendor.Payautomation@azdoa.gov



REQUEST FOR PROPOSAL CONTRACT AMENDMENT

**ARIZONA DEPARTMENT OF
HEALTH SERVICES
OFFICE OF PROCUREMENT**
150 N 18th Ave., Ste. #530
Phoenix, Arizona 85007

CONTRACT NO.: CTR070063

AMENDMENT NO.: THREE (3)

**PROCUREMENT OFFICER:
NATHANIEL THOMAS**

Cost Reimbursement Contract Annual Price Sheet Budget Period: 02/25/2026 – 02/25/2027	
ACCOUNT CLASSIFICATION	LINE-ITEM TOTALS
Well Woman - Personnel Services*	\$204,439.00
Well Woman - Employee Related Expenses (ERE)*	\$56,728.00
Well Woman- Professional & Outside Services	\$317,500.00
Well Woman - Travel (In-State & Out of State) Expenses	\$9,137.00
Well Woman - Other Operating Expenses	\$27,091.30
Well Woman - Indirect (10%)	\$26,116.70
Well Woman Health Check Program (Annual Not to Exceed):	\$641,012.00
<p style="color: red;">If applicable, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between line items with the written approval from an ADHS program representative.</p> <p style="color: red;">Transfers exceeding ten percent (10%) or to a non-funded line item shall require an Agreement Amendment.</p> <p style="color: red;">*Indicated indirect rate calculation</p>	

Phoenix, on 1/8/2025
BCDHP Pima WWHP (PO 07/01/24 - 02/25/25) - CO to Increase PO Amount-PIMA COUNTY

SUPPLIER

PIMA COUNTY
Attn: DOROTHEE HARMON
Address: Legal Address
 130 W CONGRESS 6TH FL
 UNITED STATES
 TUCSON, Arizona 85701
Phone:
E-mail: DOROTHEE.HARMON@PIMA.GOV

ORDER No. PO0000690966-1

(please refer to this number on all documents)
Amendment: Amendment No.1CANCELS AND REPLACES THE ORDER No.690966
Requestor: Rebecca Wang
Agency: Arizona Department of Health Services
Division: Public Health Prevention
Department: ADHS BUR TOBACCO CHRONIC DISEASE
Site: ADHS PREV BTCDD S Chronic Disease
Phone: 4808513200
Email: rebecca.wang@azdhs.gov

DELIVER TO

(unless specified differently per item)

Address: 150 N 18th Ave #310
 UNITED STATES
 Phoenix, Arizona 85007
Deliver To:
Requested Delivery Date: 8/5/2024
(Unless specified differently per item in section delivery details)

BILL TO

Address: ADHS Accounts Payable
 150 N 18th Ave #530
 invoices@azdhs.gov
 UNITED STATES
 Phoenix, Arizona 85007
Payment Terms: Net 30

ITEM	CONTRACT ID	CODE/SKU	REFERENCE AND DESCRIPTION	QTY	UNIT	UNIT PRICE (USD)	TOTAL (USD)
1	CTR070063	817559-1	FEDERAL - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S - CFDA# 93.898 – FFATA REQUIRED	1.0000	Total Cost	237,840.0000	237,840.00
2	CTR070063	817559-2	STATE - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S/ OTHER OPERATING/INDIRECT	1.0000	Total Cost	158,200.0000	158,200.00
3	CTR070063	817559-3	ADOT - WWHP - SCREENING/DIAGNOSTIC - Well Woman Health Check Program (ANNUAL NOT TO EXCEED \$641,012.40) - DRS d4250664 & 7c04cf0c	1.0000	Total Cost	50,000.0000	50,000.00

Total before Tax	446,040.00 USD
Non-Taxable - 0 %	0.00 USD
Total after Tax	446,040.00 USD

DELIVERY CONDITIONS

Delivery Conditions	Date	Type	%	Amount	Item

PURCHASE ORDER TERMS AND CONDITIONS

State of Arizona
PURCHASE ORDER TERMS AND CONDITIONS
Applied to APP Purchase Orders on or after 11/10/2022

- 1. Modification.** No modification of the purchase order shall bind State of Arizona Buyer (Buyer) unless Buyer agrees to the modification in writing.
- 2. Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to all legal requirements. Containers must be clearly marked with any required identifying information such as the lot number, destination address, and purchase order number.
- 3. Title and Risk of Loss.** The title and risk of loss of the materials shall not pass to Buyer until Buyer physically receives the materials at the point of delivery.
- 4. Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of materials and no payment will be made prior to receipt and acceptance of materials and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of materials or date of receipt of correct invoice (whichever is later) to date Buyer's warrant as mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes (A.R.S.), subject to the requirements and limitations of A.R.S. § 35-154. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the materials or services referred to in this Purchase Order; should Buyer's funding change, no legal liability on the part of the Buyer for any payment may arise under this Purchase Order until funds are made available for performance.
- 5. Inspection.** All materials are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping, or other similar expenses are the responsibility of the Seller.
- 6. No Replacement of Defective Tender.** Every tender of materials must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
- 7. Gratuities.** The buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with the purpose of securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is canceled by Buyer pursuant to this provision, Buyer shall be entitled to recover or withhold from the Seller the amount of the gratuity, in addition to any other rights and remedies available under Arizona state law.
- 8. Warranties.** Seller warrants that all materials and services delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawing and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the materials or services by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.

9. E-Verify. In accordance with A.R.S. § 41-4401, Seller 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.

10. Protection of State Cybersecurity Interests. Seller shall comply with State Executive Order No. 2023-10, which includes, but is not limited to, a prohibition against (a) downloading and installing of TikTok on all State-owned and State-leased information technology; and (b) accessing TikTok through State information technology.

11. Assignment and Delegation. No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without written permission of Buyer.

12. Third Party Antitrust Violations. Seller assigns to Buyer any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Seller toward fulfillment of this Purchase Order

13. Interpretation – This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no course of dealing or usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding. Whenever a term defined by the Uniform Commercial Code (U.C.C.) is used in the Purchase Order, the definition contained in the U.C.C. is to control.

14. Non-Discrimination. The Seller shall comply with State Executive Orders No. 2023-09, 2023-01, 2009-09, and any and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

15. Indemnity. Seller agrees to indemnify and save Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request, Seller will defend at its own expense any legal action or suit against Buyer involving any such alleged patent infringement and will pay and satisfy any judgments rendered or settlements reached in any such legal actions or suits. Seller will indemnify Buyer against all claims for damages to persons or property resulting from defects in materials or workmanship

16. Liens. All delivered materials and services performed under this Purchase Order shall be free of all liens and if Buyer requests, a formal release of all liens shall be delivered to Buyer.

17. Contract Number. If an Arizona contract number appears on the face of this Purchase Order or the Purchase Order was placed against an existing Arizona contract, the terms of that contract are incorporated herein by this reference.

18. Taxes. Seller shall be responsible for paying any and all applicable taxes, including but not limited to state and local transaction privilege taxes.

19. Conflict of Interest. Pursuant to A.R.S. § 38-511, this Purchase Order is subject to cancellation by the buyer if any person significantly involved in initiation negotiating securing drafting or creating the contract on behalf of the State is at any time while the contract is in effect, an employee or any other party to the contract in any capacity or a consultant to any other party of the contract will respect to the subject matter of the contract.

20. Remedies and Applicable Law. This Purchase Order shall be governed by the law of the State of Arizona and suits pertaining to this Purchase Order may only be brought under Article 9 of the Arizona Procurement Code (A.R.S. §§ 41-2501 et

seq., and the rules thereunder, A.A.C. R2-7-101 et seq.)

21. Books and Records. Under A.R.S. § 35-214 and § 35-215, the Seller shall retain all books, accounts, reports, files and other records relating to the Purchase Order for five years after completion of the Purchase Order. These books and records shall be available at all reasonable times for inspection and audit by the State at such state offices designated by the State.

22. State Law Certifications. If Seller is a Company as defined in A.R.S. § 35-393, Contractor Seller certifies that it shall comply with A.R.S. § 35-394, regarding use of forced labor of ethnic Uyghurs, as applicable. If this purchase order is over \$100,000, Seller further certifies that it is not currently engaged in a boycott of Israel as described in A.R.S. §§ 35-393 et seq. and will refrain from any such boycott for the duration of this Purchase Order.

23. Arbitration. The Buyer and Seller agree to use arbitration as required by A.R.S. § 12-1518.

Phoenix, on 6/14/2025
BCDHP Pima WWHP (PO 02/26/25 - 06/30/25)-PIMA COUNTY

SUPPLIER

PIMA COUNTY
Attn: DOROTHEE HARMON
Address: Legal Address
 130 W CONGRESS 6TH FL
 UNITED STATES
 TUCSON, Arizona 85701
Phone:
E-mail: DOROTHEE.HARMON@PIMA.GOV

ORDER No. PO000779635

(please refer to this number on all documents)

Amendment:
Requestor: Rebecca Wang
Agency: Arizona Department of Health Services
Division: Public Health Prevention
Department: ADHS BUR TOBACCO CHRONIC DISEASE
Site: ADHS PREV BTCD S Chronic Disease
Phone: 4808513200
Email: rebecca.wang@azdhs.gov

DELIVER TO

(unless specified differently per item)

Address: 150 N 18th Ave #310
 UNITED STATES
 Phoenix, Arizona 85007
Deliver To:
Requested Delivery Date: 6/4/2025
(Unless specified differently per item in section delivery details)

BILL TO

Address: ADHS Accounts Payable
 150 N 18th Ave #530
 invoices@azdhs.gov
 UNITED STATES
 Phoenix, Arizona 85007
Payment Terms: Net 30

ITEM	CONTRACT ID	CODE/SKU	REFERENCE AND DESCRIPTION	QTY	UNIT	UNIT PRICE (USD)	TOTAL (USD)
1	CTR070063-1	914594-1	FEDERAL - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S - CFDA 93.898 - FFATA REQUIRED	1.0000	Total Cost	50,500.0000	50,500.00
2	CTR070063-1	914594-2	STATE - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S/ OTHER OPERATING/INDIRECT	1.0000	Total Cost	88,000.0000	88,000.00
3	CTR070063-1	914594-3	ADOT - WWHP - SCREENING/DIAGNOSTIC - CTR070063 Well Woman Health Check Program (ANNUAL NOT TO EXCEED \$641,012.40) - DRS bc2b1650	1.0000	Total Cost	60,000.0000	60,000.00

Total before Tax **198,500.00 USD**

Non-Taxable - 0 % 0.00 USD

Total after Tax **198,500.00 USD**

DELIVERY CONDITIONS

Delivery Conditions	Date	Type	%	Amount	Item

PURCHASE ORDER TERMS AND CONDITIONS

State of Arizona
PURCHASE ORDER TERMS AND CONDITIONS
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- 3. Title and Risk of Loss.** The title and risk of loss of the materials shall not pass to Buyer until Buyer physically receives the materials at the point of delivery.
- 4. Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of materials and no payment will be made prior to receipt and acceptance of materials and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of materials or date of receipt of correct invoice (whichever is later) to date Buyer's warrant as mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes (A.R.S.), subject to the requirements and limitations of A.R.S. § 35-154. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the materials or services referred to in this Purchase Order; should Buyer's funding change, no legal liability on the part of the Buyer for any payment may arise under this Purchase Order until funds are made available for performance.
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- 6. No Replacement of Defective Tender.** Every tender of materials must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
- 7. Gratuities.** The buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with the purpose of securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is canceled by Buyer pursuant to this provision, Buyer shall be entitled to recover or withhold from the Seller the amount of the gratuity, in addition to any other rights and remedies available under Arizona state law.
- 8. Warranties.** Seller warrants that all materials and services delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawing and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the materials or services by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.

9. E-Verify. In accordance with A.R.S. § 41-4401, Seller 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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14. Non-Discrimination. The Seller shall comply with State Executive Orders No. 2023-09, 2023-01, 2009-09, and any and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

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Phoenix, on 6/10/2024
BCDHP Pima WWHP (PO 02/26/24 - 06/30/24)-PIMA COUNTY

SUPPLIER

PIMA COUNTY
Attn: DOROTHEE HARMON
Address: Legal Address
 130 W CONGRESS 6TH FL
 UNITED STATES
 TUCSON, Arizona 85701
Phone:
E-mail: DOROTHEE.HARMON@PIMA.GOV

ORDER No. PO0000671924

(please refer to this number on all documents)

Amendment:
Requestor: Byron Homer
Agency: Arizona Department of Health Services
Division: Public Health Prevention
Department: ADHS BUR TOBACCO CHRONIC DISEASE
Site: ADHS PREV BTCD S Chronic Disease
Phone: 6023641223
Email: byron.homer@azdhs.gov

DELIVER TO

(unless specified differently per item)

Address: 150 N 18th Ave #310
 UNITED STATES
 Phoenix, Arizona 85007
Deliver To:
Requested Delivery Date: 6/10/2024
(Unless specified differently per item in section delivery details)

BILL TO

Address: ADHS Accounts Payable
 150 N 18th Ave #530
 invoices@azdhs.gov
 UNITED STATES
 Phoenix, Arizona 85007
Payment Terms: Net 30

ITEM	CONTRACT ID	CODE/SKU	REFERENCE AND DESCRIPTION	QTY	UNIT	UNIT PRICE (USD)	TOTAL (USD)
1	CTR070063	795752-1	FEDERAL - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S - CFDA# 93.898 - FFATA REQUIRED	1.0000	Total Cost	70,000.0000	70,000.00
2	CTR070063	795752-2	STATE - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S/ OTHER OPERATING/INDIRECT	1.0000	Total Cost	83,000.0000	83,000.00
3	CTR070063	795752-3	ADOT - WWHP - SCREENING/DIAGNOSTIC - Well Woman Health Check Program (ANNUAL NOT TO EXCEED \$641,012.40) - DRS f8aa4b9e	1.0000	Total Cost	25,500.0000	25,500.00

Total before Tax **178,500.00 USD**

Non-Taxable - 0 % 0.00 USD

Total after Tax **178,500.00 USD**

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Delivery Conditions	Date	Type	%	Amount	Item

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seq., and the rules thereunder, A.A.C. R2-7-101 et seq.)

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22. State Law Certifications. If Seller is a Company as defined in A.R.S. § 35-393, Contractor Seller certifies that it shall comply with A.R.S. § 35-394, regarding use of forced labor of ethnic Uyghurs, as applicable. If this purchase order is over \$100,000, Seller further certifies that it is not currently engaged in a boycott of Israel as described in A.R.S. §§ 35-393 et seq. and will refrain from any such boycott for the duration of this Purchase Order.

23. Arbitration. The Buyer and Seller agree to use arbitration as required by A.R.S. § 12-1518.

Phoenix, on 9/24/2025
BCDHP Pima WWHP (PO 06/30/25 - 02/25/26)-PIMA COUNTY

SUPPLIER

PIMA COUNTY
Attn: DOROTHEE HARMON
Address: Legal Address
 130 W CONGRESS 6TH FL
 UNITED STATES
 TUCSON, Arizona 85701
Phone:
E-mail: DOROTHEE.HARMON@PIMA.GOV

ORDER No. PO0000811707

(please refer to this number on all documents)

Amendment:
Requestor: Dionne Chief
Agency: Arizona Department of Health Services
Division: Public Health Prevention
Department: ADHS BUR TOBACCO CHRONIC DISEASE
Site: ADHS PREV BTCD S Chronic Disease
Phone:
Email: dionne.chief@azdhs.gov

DELIVER TO

(unless specified differently per item)

Address: 150 N 18th Ave #310
 UNITED STATES
 Phoenix, Arizona 85007
Deliver To:
Requested Delivery Date: 9/19/2025
(Unless specified differently per item in section delivery details)

BILL TO

Address: 150 N 18th Ave #530
 UNITED STATES
 Phoenix, Arizona 85007
Payment Terms: Net 30

ITEM	CONTRACT ID	CODE/SKU	REFERENCE AND DESCRIPTION	QTY	UNIT	UNIT PRICE (USD)	TOTAL (USD)
1	CTR070063-1	954227-1	FEDERAL - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S - CFDA# 93.898 - FFATA REQUIRED - (PO 06/30/25 - 02/25/26)	1.0000	Total Cost	232,548.0000	232,548.00
2	CTR070063-1	954227-2	STATE - WWHP - PERSONNEL/ERE/SCREENING/DIAGNOSTIC S/ OTHER OPERATING/INDIRECT	1.0000	Total Cost	167,997.0000	167,997.00
3	CTR070063-1	954227-3	ADOT - WWHP - SCREENING/DIAGNOSTIC - Well Woman Health Check Program (ANNUAL NOT TO EXCEED \$641,012.40) - DRS e4592568	1.0000	Total Cost	25,000.0000	25,000.00

Total before Tax **425,545.00 USD**

Non-Taxable - 0 % 0.00 USD

Total after Tax **425,545.00 USD**

DELIVERY CONDITIONS

Delivery Conditions	Date	Type	%	Amount	Item

PURCHASE ORDER TERMS AND CONDITIONS

State of Arizona
PURCHASE ORDER TERMS AND CONDITIONS
Applied to APP Purchase Orders on or after 11/10/2022

- 1. Modification.** No modification of the purchase order shall bind State of Arizona Buyer (Buyer) unless Buyer agrees to the modification in writing.
- 2. Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to all legal requirements. Containers must be clearly marked with any required identifying information such as the lot number, destination address, and purchase order number.
- 3. Title and Risk of Loss.** The title and risk of loss of the materials shall not pass to Buyer until Buyer physically receives the materials at the point of delivery.
- 4. Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of materials and no payment will be made prior to receipt and acceptance of materials and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of materials or date of receipt of correct invoice (whichever is later) to date Buyer's warrant as mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes (A.R.S.), subject to the requirements and limitations of A.R.S. § 35-154. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the materials or services referred to in this Purchase Order; should Buyer's funding change, no legal liability on the part of the Buyer for any payment may arise under this Purchase Order until funds are made available for performance.
- 5. Inspection.** All materials are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping, or other similar expenses are the responsibility of the Seller.
- 6. No Replacement of Defective Tender.** Every tender of materials must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
- 7. Gratuities.** The buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with the purpose of securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is canceled by Buyer pursuant to this provision, Buyer shall be entitled to recover or withhold from the Seller the amount of the gratuity, in addition to any other rights and remedies available under Arizona state law.
- 8. Warranties.** Seller warrants that all materials and services delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawing and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the materials or services by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.

9. E-Verify. In accordance with A.R.S. § 41-4401, Seller 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.

10. Protection of State Cybersecurity Interests. Seller shall comply with State Executive Order No. 2023-10, which includes, but is not limited to, a prohibition against (a) downloading and installing of TikTok on all State-owned and State-leased information technology; and (b) accessing TikTok through State information technology.

11. Assignment and Delegation. No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without written permission of Buyer.

12. Third Party Antitrust Violations. Seller assigns to Buyer any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Seller toward fulfillment of this Purchase Order

13. Interpretation – This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no course of dealing or usage of the trade shall supplement or explain any terms used in this document and no other understanding either oral or in writing shall be binding. Whenever a term defined by the Uniform Commercial Code (U.C.C.) is used in the Purchase Order, the definition contained in the U.C.C. is to control.

14. Non-Discrimination. The Seller shall comply with State Executive Orders No. 2023-09, 2023-01, 2009-09, and any and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.

15. Indemnity. Seller agrees to indemnify and save Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request, Seller will defend at its own expense any legal action or suit against Buyer involving any such alleged patent infringement and will pay and satisfy any judgments rendered or settlements reached in any such legal actions or suits. Seller will indemnify Buyer against all claims for damages to persons or property resulting from defects in materials or workmanship

16. Liens. All delivered materials and services performed under this Purchase Order shall be free of all liens and if Buyer requests, a formal release of all liens shall be delivered to Buyer.

17. Contract Number. If an Arizona contract number appears on the face of this Purchase Order or the Purchase Order was placed against an existing Arizona contract, the terms of that contract are incorporated herein by this reference.

18. Taxes. Seller shall be responsible for paying any and all applicable taxes, including but not limited to state and local transaction privilege taxes.

19. Conflict of Interest. Pursuant to A.R.S. § 38-511, this Purchase Order is subject to cancellation by the buyer if any person significantly involved in initiation negotiating securing drafting or creating the contract on behalf of the State is at any time while the contract is in effect, an employee or any other party to the contract in any capacity or a consultant to any other party of the contract will respect to the subject matter of the contract.

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