



INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT

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

Contract No: HG060003

Amendment No. 2

Procurement Specialist
 Manuel Gonzales

19.2 E-Verify Requirements. In accordance with A.R.S. § 41-4401, Contractor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A.

19.3 Scrutinized Businesses. In accordance with A.R.S. § 35-391 and A.R.S. § 35-393, Contractor certifies that the Contractor does not have scrutinized business operations in Sudan or Iran.

25. Delete in its entirety Terms and Conditions, Page Twelve (12), Section Twenty (20).

All other provisions of this agreement remain unchanged.

GILA COUNTY DIVISION OF HEALTH AND COMMUNITY SERVICES

Contractor Name

5515 S. Apache Avenue, Suite 100

Address

Globe AZ 85501
 City State Zip

CONTRACTOR SIGNATURE

In accordance with A.R.S. 35-391.06 and A.R.S. 35-393.06, the Contractor hereby certifies that the Contractor does not have scrutinized business operations in Sudan or Iran.

Contractor Authorized Signature

Michael A. Pastor

Printed Name

Chairman, Board of Supervisors

Title

CONTRACTOR ATTORNEY SIGNATURE

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

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

State of Arizona

Signed this _____ day of _____ 2011

Signature

Date

Bryan Chambers, Chief Deputy

Printed Name

Procurement Officer

Attorney General Contract No. PIGA2011000344, which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona.

Signature

Date

Assistant Attorney General

Printed Name: Ronald E. Johnson



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Tobacco Education and Prevention Services

It is mutually agreed that the Intergovernmental Agreement referenced is amended, effective date of final signature unless otherwise specified, as follows:

1. Pursuant to Terms and Conditions, Page Seven (7), Provisions Six (6) Contract Changes, Paragraph Six Point One (6.1) Amendments, Purchase Orders and Change Orders, the Contract is amended to replace all references to "Scope of Work/Action Plan" with "Action Plan".
2. Replace sentence on Scope of Work, Page Thirteen (13), 3. Task and Requirements, 3.2: with "Develop and Perform an Action Plan in conjunction with ADHS, inclusive of goals, objectives and timelines to address ADHS Strategic Plan Goals. (See Attachment A)."
3. Replace "Goal #1: Reduce Initiation of Tobacco Use among Youth;" Scope of Work, Page Thirteen (13), 3. Task and Requirements, with 3.2.1 "Implement the Action Plan upon ADHS approval."
4. Delete in its entirety, "Goal#2 Eliminate Exposure to Secondhand Smokers, and" & "Goal#3 Promote smoking Cessation among Youth and Adults and Help Smokers Quit."
5. Delete in its entirety, 3.4 on Scope of Work, Page Fourteen (14), 3. Task and Requirements.
6. Replace Paragraph on Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.5 with "Collect and report to the ADHS-BTCD Research and Evaluation Team or its evaluation partners data as identified in the Contractor Evaluation Guidelines (Attachment B).
7. Delete "Program Director", Scope of Work, Page Fourteen (14), 3. Task and Requirements, Paragraph 3.7
8. Replace "Quarterly County Partner Meetings" Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.7.1 with "County Partner Meetings".
9. Delete in its entirety, 3.7.2 on Scope of Work, Page Fourteen (14), 3. Task and Requirements.
10. Delete "in person or" & "Program Director", Scope of Work, Page Fourteen (14), 3. Task and Requirements, Paragraph 3.8
11. Replace "County Partner Updates Meetings" on Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.8.1 with "Monthly Partner Update Conference Calls".
12. Delete in its entirety, 3.8.2 and 3.8.3 on Scope of Work, Page Fourteen (14), 3. Task and Requirements.
13. Replace "no less than five (5) business days" on Scope of Work, Page Fourteen (14), 3. Task and Requirements, 3.8 with "no less than four (4) business days".
14. Add the following Task and Requirement on Scope of Work, Page Fourteen (14), 3. Task and Requirements.
 - a) 3.9 Assist State & Federal Agencies with Merchant Tobacco Compliance Checks.
15. Replace Paragraph 4.1, Scope of Work, Page Fourteen (14), 4. Deliverables, with "Every other month contractor shall participate in one-on-one phone conversation to follow up on activities listed in the Action Plan. Calls will be scheduled by ADHS-BTCD staff and notes from the call shall serve as a progress update."
16. Replace Paragraph 4.3 Scope of Work, Page Fourteen (14), 4. Deliverables, with "Contractor shall enter at least one submission, in one category, for annual awards/recognition program available at www.tobaccofreearizona.com/resources due by July 31st of each contract year."
17. Delete in its entirety, 4.4 on Scope of Work, Page Fourteen (14), 4. Deliverables.



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18. Replace Price Sheet Page Two (2) of Amendment One (1) with Price Sheet, Page Four (4) Amendment Two (2).
19. Replace Attachment A, Scope of Work/Action Plan, Pages Three (3) and Four (4) of Amendment One (1) with revised Attachment A, Scope of Work/Action Plan, Amendment Two (2), Pages Five (5) through Eight (8).
20. Replace (Attachment B) Contractor Evaluation Guidelines Page Nineteen (19) of the Contract, with (Attachment B) Contractor Evaluation Guidelines, Amendment Two (2), Page Nine, (9).
21. On Scope of Work, Page Fifteen (15), 5. Notices, Correspondence and Deliverables, 5.1.
 - a) Replace "Todd Pearce, Program Director" with Program Manager
 - b) Replace telephone number "602-364-0837" with "602-364-0845"
 - c) Replace E-Mail: "pearcet@azdhs.gov" with "stacy.green@azdhs.gov"
22. Replace Terms and Conditions, Page Four (4), Section 4, Contract Administration and Operation, Paragraph 4.4 with: Non-Discrimination. The Contractor shall comply with State Executive Order No. 2009-09 and all other applicable Federal and State laws, rules and regulations, including the Americans with Disabilities Act.
23. Replace Terms and Conditions Page Twelve (12), Section Eighteen (18), with:

Health Insurance Portability and Accountability Act of 1996

The Contractor warrants that it is familiar with the requirements of HIPAA, as amended by the Health Information Technology for Economic and Clinical Health Act (HITECH Act) of 2009, and accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the Government Information Technology Agency (GITA), Statewide Information Security and Privacy Office (SISPO) Chief Privacy Officer and HIPAA Coordinator and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS Procurement Office, Contractor agrees to sign a "Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the GITA/SISPO Chief Privacy Officer and HIPAA Coordinator.

24. Replace Terms and Conditions Page Twelve (12), Section Nineteen 19, Paragraphs 19.1 through 19.3 with:
 - 19.1 Federal Immigration and Nationality Act. The contractor shall comply with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor and/or any subcontractors be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to; suspension of work, termination of the contract for default and suspension and/or debarment of the contractor.

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Effective July, 2011

Cost Reimbursement Line Items	Budget Amount
1. Personnel Services/ERE	\$119,428
2. Professional & Outside Services	635
3. Travel Expenses	1,984
4. Other Operating Expense	7,132
5. Capital Outlay Expense	0
6. Other (Indirect Costs)	5,821
Total Contract Amount (not to exceed)	\$135,000

ITEMIZED SERVICE BUDGET (ISB) RESTRICTIONS:

- A. The Contractor is authorized to transfer up to a maximum of 10% of the total contract amount among the categorical line items. Transfers of funds are only allowed among funded line items as detailed in the original ISB. Transfers exceeding 10% of the contracted amount, or to a non-funded line item, shall require a contract amendment.
- B. Indirect Costs shall not exceed 15% of the combined total of Personnel Services and Employee Related Expenses as listed on the ISB. For more detailed information regarding indirect costs, refer to the ADHS Accounting and Auditing Procedures Manual for Contractors of ADHS Funded Programs. This manual is incorporated into this contract by reference herein.

AUTHORIZATION FOR PROVISION OF SERVICES

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



**INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT
ATTACHMENT A – ACTION PLAN**

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Scope of Work/Action Plan for FY2012

County: Gila

Time Frame: July 1st – June 30th, of each year

Vision Statement: For Gila County youth to be tobacco free while protecting non-smokers (including children and adults) from environmental tobacco smoke. Create healthy lifestyles, including chronic disease prevention, and providing persons living in Gila County who wish to quit using tobacco access to state-of-the-art cessation services.

Strategies (a specific number is not required):

1. Empowering and engaging youth to be the voice for change
2. Identify health priorities for schools through the use of the school health index (SHI)
3. Presentation opportunities in worksites and schools to create healthy environments
4. Outreach and network referrals to the ASH Line from healthcare providers, worksites and/or community organizations

Goal: 1 Reduce Initiation of Tobacco Use among Youth			
1. Strategy: Empowering and engaging youth to be the voice for change			Strategy is integrated with (check all that apply): <input checked="" type="checkbox"/> Tobacco – reduce initiation <input type="checkbox"/> Chronic Disease Prevention <input type="checkbox"/> Tobacco cessation <input type="checkbox"/> Chronic Disease management <input type="checkbox"/> Other
Agency Lead: Gila County	Related policy change:	Related environmental change:	
Partners:	Action 1: School based policies related to tobacco and chronic disease prevention	Engaging Youth in Policy Change	
Action 1: Youth, School, Bureau of Tobacco and Chronic Disease (BTCD)	Action 2: Enforcement of citations/fines related to underage tobacco sales	Decrease in tobacco sales to youth	
Action 2: Youth, Attorney General's Office, Gila County Sheriff's Department			
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Restructure to participate in statewide youth coalition activities	Program Manager	Collaboration with County Youth Coalitions & State Youth Leadership Board will bring change to implement policies and engage students in social media networking	School Worksite Offices
<i>Targeted completion date: June 30th, of each year</i>	Community Health Assistants		IT Department
	Youth Coalition Members		
Action 2: Recruit youth to participate in the compliance check program for the Attorney General's Office (AGO)	Program Manager	Reducing the number of vendors selling tobacco products to minors	Volunteers
<i>Targeted completion date: June 30th, of each year</i>	Community Health Assistants		County Vehicle
	Youth Coalition Members		



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Goal: 1 Reduce Initiation of Tobacco Use among Youth			Strategy is integrated with (check all that apply): <input checked="" type="checkbox"/> Tobacco – reduce initiation <input type="checkbox"/> Chronic Disease Prevention <input type="checkbox"/> Tobacco cessation <input type="checkbox"/> Chronic Disease management <input type="checkbox"/> Other:
2. Strategy: Identify health priorities for schools through the use of the school health index (SHI)			
Agency Lead: Gila County Partners: School/School District, School Boards, Teachers, PTO, Parents, Students, Business Owner	Related policy change: School based policies related to tobacco and chronic disease prevention	Related environmental change: Healthy school environments	
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Train Staff on using the School Health Index (SHI) <i>Targeted completion date: March 31st, of each year</i>	Program Manager Community Health Assistants	Staff has a clear understanding on what the School Health Index (SHI) is about and how to implement it in schools	Trained in the SHI
Action 2: Identify schools that want to complete the School Health Index (SHI) <i>Targeted completion date: August 31st, of each year</i>	Program Manager Community Health Assistants	Schools readiness to participate in the School Health Index (SHI)	Completed data from schools participating in the SHI
Action 3: School Board presentation to identify schools wanting to complete the School Health Index (SHI) <i>Targeted completion date: Sept. 30th, of each year</i>	Program Manager Community Health Assistants	School Boards' approval to proceed/participate in the School Health Index (SHI)	Data on schools who have already completed the SHI



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Goal: 1 Reduce Initiation of Tobacco Use among Youth			Strategy is integrated with (check all that apply): <input checked="" type="checkbox"/> <i>Tobacco – reduce initiation</i> <input type="checkbox"/> <i>Chronic Disease Prevention</i> <input type="checkbox"/> <i>Tobacco cessation</i> <input type="checkbox"/> <i>Chronic Disease management</i> <input type="checkbox"/> <i>Other:</i>
2. Strategy: Identify health priorities for schools through the use of the school health index (SHI)			
Agency Lead: Gila County Partners: School/School District, School Boards, Teachers, PTO, Parents, Students, Business Owner	Related policy change: School based policies related to tobacco and chronic disease prevention	Related environmental change: Healthy school environments	
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 4: Recruit members for Wellness Committees in schools participating in School Health Index (SHI) programs <i>Targeted completion date: October 31st, of each year</i>	Program Manager Community Health Assistants	Established SHI Wellness Committees in at least two schools	Volunteers to carry out areas of interest set by SHI Wellness Committee participants
Action 5: Implementation of the School Health Index (SHI) in two schools/districts <i>Targeted completion date: May 31st, of each year</i>	Program Manager Community Health Assistants	Completion of the SHI in targeted schools	Compilation of data & help with data interpretation and reporting



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Goal: 2 Reduce Exposure to Secondhand Smoke			Strategy is integrated with (check all that apply): <input type="checkbox"/> Tobacco – reduce initiation <input type="checkbox"/> Chronic Disease Prevention <input checked="" type="checkbox"/> Tobacco cessation <input type="checkbox"/> Chronic Disease management <input type="checkbox"/> Other
3. Strategy: Presentation opportunities in worksites and schools to create healthy environments			
Agency Lead: Gila County	Related policy change:	Related environmental change:	
Partners: Health Start Program, WIC Program Community Agencies/Organizations, Schools	Re-enforcing Smoke-Free Arizona Law	Smoke-Free Homes and Cars	
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Educational presentations on secondhand smoke and healthy lifestyle to adults via Division of Health, Community & School based programs <i>Targeted completion date: June 30th, of each year</i>	Program Manager Community Health Assistants	Increased awareness among community members protecting children and eliminating nonsmoker's exposure to environmental tobacco smoke	Division of Health Conference Room Community and School Meeting Rooms
Goal: 3 Promote Smoking Cessation among Youth and Adults to Help Smokers Quit			Strategy is integrated with (check all that apply): <input type="checkbox"/> Tobacco – reduce initiation <input checked="" type="checkbox"/> Chronic Disease Prevention <input checked="" type="checkbox"/> Tobacco cessation <input type="checkbox"/> Chronic Disease management <input type="checkbox"/> Other
4. Strategy: Outreach and network referrals to the ASH Line from healthcare providers, worksites and/or community organizations			
Agency Lead: Gila County	Related policy change:	Related environmental change:	
Partners: Arizona Smokers' Helpline, Gila County Wellness Program, Business/Worksites	Health Care Cost Reductions	Reduction in Chronic Disease	
What do you plan to do?	Who will do the work?	What does success look like?	What non financial resources are needed?
Action 1: Refer Gila County residents seeking cessation services to the Arizona Smokers' Helpline (ASH Line) <i>Targeted completion date: June 30th, of each year</i>	Program Manager Community Health Assistants	Established outreach/network referrals to the ASH Line from healthcare providers, worksites and/or community organizations	Web Quit ASH Line Materials



**INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT
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ATTACHMENT B – CONTRACTOR EVALUATION GUIDELINES

In order to implement a quality evaluation plan of Arizona's comprehensive tobacco control program, ADHS-BTCD Contractors shall participate in the following activities based on their Contractor Action Plan Strategies:

1. Collaborate on the development of evaluation instruments and reports, including review and feedback on report drafts, and
 - 1.1 Participate in discussions regarding the interpretation of report results;
2. When applicable participate in Prevention Reporting System for School Health Index (SHI), School Health Advisory Council (SHAC), and Youth Coalition activities:
 - 2.1 Participate in trainings for each reporting system to assure data quality,
 - 2.2 Adhere to online directions for each reporting system for completing and entering forms, and
 - 2.3 Input events into web-based form on quarterly basis;
3. When applicable participate in WebQuit for cessation related data collection:
 - 3.1 Participate in trainings for this reporting system to assure data quality,
 - 3.2 Adhere to online directions for this reporting system for completing and entering forms, and
 - 3.3 Input events into web-based form on a monthly basis;
4. When applicable participate in AZ Living Well Institute for Chronic Disease Self Management Plan data collection:
 - 4.1 Participate in trainings for this reporting system to assure data quality,
 - 4.2 Adhere to online directions for this reporting system for completing and entering forms, and
 - 4.3 Input events into web-based form on a monthly basis;
5. Identification and implementation of additional program evaluation activities to fulfill individual project needs, as necessary:
 - 5.1 Evaluation activities (including surveys) shall be planned with input from ADHS-BTCD staff to assure consistency of methods and instruments, and
 - 5.2 Pilot projects shall have an evaluation plan in place before being implemented.