

	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: ADHS11-004485	Amendment No. 4	Procurement Specialist Tracey Thomas/KH

- 1.1.4 To increase the rate infants are exclusively breastfed to forty-four percent (44%) at three (3) months and twenty-four percent (24%) at six (6) months;
 - 1.1.5 To reduce the proportion of adults who are considered obese to thirty-one percent (31%);
 - 1.1.6 To reduce the proportion of children ages two through five (2-5) who are considered obese to ten percent (10%);
 - 1.1.7 To increase the consumption and variety of fruits and vegetables by those two (2) and older;
 - 1.1.8 To increase the consumption of whole grains by those two (2) and older; and
 - 1.1.9 To increase the proportion of children ages zero through two (0-2) who view no television or videos on an average day to forty-five percent (45%).
2. Scope of Work, Page Twenty (20), Provision D, Tasks and Requirements, Section 4, Participant-Centered Nutrition Education, Items 4.1.1 through 4.1.4 are revised and replaced with the following:
- 4.1.1 Adoption and Implementation of the State goals for nutrition services. In addition, local agencies may identify their own goals for nutrition services in this plan if desired.
 - 4.1.2 Adoption and implementation of the State objectives for staff training and client interventions related to the goals for nutrition services. In addition, local agencies are required to provide at least one additional objective for each goal.
3. Scope of Work, Page Twenty-one (21), Provision D, Tasks and Requirements, Section 5, Staffing, Items 5.2 and 5.3 are revised and replaced with the following:
- 5.2 All local agencies with a caseload of greater than 4,000 will identify a Registered Dietitian (RD) to serve as the local agency Nutrition Coordinator. The nutrition coordinator will oversee all WIC nutrition services for the local agency. If a local agency has barriers to this staffing standard, they must be submitted in writing to ADHS with their plan for coordination of nutrition services within the local agency to be approved by ADHS.
 - 5.3 Provide a RD to perform high-risk and medium-risk counseling, formula authorization, and as necessary, certification of participants. The Contractor shall provide the RD services in a number proportional to the agency's high-risk caseload in accordance with the Arizona WIC Program Policies and Procedures Manual (WIC PPM). The Contractor may hire nutrition degree graduates or Registered Dietetic Technicians, to do medium-risk counseling, formula authorization, and as necessary participant certification under the direction of a RD. If a local agency has a barrier to having a RD on staff, the agency must submit in writing to ADHS with their plan for providing high risk nutrition counseling to participants.
4. Scope of Work, Page Twenty-two (22), Provision D, Tasks and Requirements, Section 6, Staff Training, Item 6.1 is revised and replaced with the following:
- 6.1 Implement the Blended Learning ADHS training plan for new staff.
5. Scope of Work, Page Twenty-five (25), Provision D, Tasks and Requirements, Section 8, Administrative Services, Item 8.11 is revised and replaced with the following:

	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: ADHS11-004485	Amendment No. 4	Procurement Specialist Tracey Thomas/KH

- 8.11 Prepare and submit a WIC Local Agency Mid-Year and Annual Cost Summary that matches the amount in the month of March and Final Yearly Closeout CER invoice respectively in accordance with the requirements in the WIC PPM;
6. Scope of Work, Page Twenty-five (25), Provision D, Tasks and Requirements, Section 8, Administrative Services, Item 8.16 is revised and replaced with the following:
- 8.16 Prepare and submit a Local Agency Annual Summary of the local agency self-assessment(s). Local agency self-assessments must be done annually in the year that the local agency has a Management Evaluation, and semi-annually in the year that they do not have a Management Evaluation.
7. Scope of Work, Page Twenty-six (26), Provision D, Tasks and Requirements, Section 8, Administrative Services, Item 8.19 is renumbered to Item 8.21.
8. Scope of Work, Page Twenty-six (26), Provision D, Tasks and Requirements, Section 8, Administrative Services, the following is inserted to become Item 8.19:
- 8.19 Provide at least a six (6) month written notice when planning on suspending WIC services at any location;
9. Scope of Work, Page Twenty-six (26), Provision D, Tasks and Requirements, Section 8, Administrative Services, insert the following language as Item 8.20:
- 8.20 Provide at least one (1) FTE for User Acceptance Testing (UAT) of the HANDS system for agencies greater than 4,000.
- 8.20.1 Characteristics of the tester(s)
- 8.20.1.1 Senior Community Nutrition Worker (CNW) with a minimum of two (2) years experience in WIC, and using AIM;
- 8.20.1.2 Proficient in use of computers, knowledge of WIC rules and regulations, and written communications; and
- 8.20.1.3 Ability to train other individuals on the use of AIM.
- 8.20.2 Roles of the tester(s)
- 8.20.2.1 Follow script on new HANDs software to determine if it functions as required;
- 8.20.2.2 Ability to fully and clearly document all discrepancies in performance;
- 8.20.2.3 Ability to describe software operations in contrast to expected need at the local agency level, if necessary;
- 8.20.2.4 Ability to mentor to others at clinic and agency level on new system during implementation;
- 8.20.2.5 Desire to assume Super User role following implementation with their agency; and
- 8.20.2.6 Commitment to excellence in role.



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: **ADHS11-004485**

Amendment No. **4**

Procurement Specialist
Tracey Thomas/KH

10. Scope of Work, Page Twenty-eight (28), Provision H, Performance Standards and Awards, Section 3, Item 3.3 is hereby deleted.
11. Scope of Work, Page Twenty-eight (28), Provision H, Performance Standards and Awards, Section 3, Item 3.4 is now renumbered to Item 3.3.
12. Scope of Work, Page Twenty-eight (28), Provision H, Performance Standards and Awards, Section 3, Item 3.5 is now renumbered to Item 3.4.
13. The Price Sheet in Amendment Three (3), Page Four (4), is hereby revised and replaced by the Price Sheet in Amendment Four (4), Page Five (5). The dollar amount decreased due to reduction in caseload. The revised Price Sheet for WIC Services is effective October 1, 2012;
 - a. **Personnel Costs** shall be decreased by **\$9,553.00** due to decrease in caseload,
 - b. **Employee Related Expenses** shall be increased by **\$51.00** due to benefit increase,
 - c. **Professional & Outside Services** shall remain at **\$1.00**,
 - d. **Travel Expenses** shall be increased by **\$5,047.00** due to travel between Globe and Payson increasing from six (6) to twelve (12) times a year,
 - e. **Occupancy Expenses** shall remain at **\$1.00**,
 - f. **Other Operating Expenses** shall be decrease by **\$840.00** due to decrease in cost of photocopier rental and maintenance and decrease in office supplies,
 - g. **Capital Outlay Expenses** shall remain at **\$1.00**,
 - h. **Indirect Costs** shall be increased by **\$60.00**.

In ProcureAZ, the Contract pricing "Items" tab will be updated upon execution of this Amendment Four (4) to reflect the following line item changes outlined in Amendment Four (4).



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: **ADHS11-004485**

Amendment No. **4**

Procurement Specialist
Tracey Thomas/KH

PRICE SHEET
WIC Services, BFPC and FMNP Services
Effective Date: October 1, 2012 to September 30, 2013

WIC Services

Account Classification	Amount
Personnel	\$188,751.00
Employee Related Expenses	\$78,608.00
Professional & Outside Services	\$1.00
Travel Expense	\$12,205.00
Occupancy Expenses	\$1.00
Other Operating Expenses	\$19,563.00
Capital Expenditures	\$1.00
Indirect Costs	\$14,000
Total	\$313,130.00

Breastfeeding Peer Counseling Services

Account Classification	Amount
Personnel	\$28,600.00
Employee Related Expenses	\$12,375.00
Professional & Outside Services	\$1.00
Travel Expense	\$3,390.00
Occupancy Expenses	\$1.00
Other Operating Expenses	\$2,278.00
Capital Expenditures	\$1.00
Indirect Costs	\$4,097.00
Total	\$50,743.00

Farmer's Market Nutrition Program Services

Type of Service	Unit Rate	Unit of Measure	Estimated Number of Participants
WIC FMNP Check Issuance	\$1.25	WIC Participant	AS NEEDED

	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: ADHS11-004485	Amendment No. 4	Procurement Specialist Tracey Thomas/KH

Additional terms and conditions:

With prior written approval from the Program Manager, the Contractor is authorized to transfer up to a maximum of ten percent (10%) of the total budget amount between funded line items. Transfers of funds are only allowed between funded line items. Transfers exceeding ten percent (10%) or to a non-funded line item shall require an amendment.

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 modified with an official ADHS Procurement Change Order, and/or b.) an additional Purchase Order is issued for purchase of services under this Contract.

ADHS reserves the right to adjust awards given to local agencies depending on federal dollars received. Adjustments will be at the discretion of ADHS.

Additional WIC Program:

Should additional administrative monies become available through state or federal grants, ADHS may increase the purchase order to increase the number of participants served and increase the total of this contract.

The assigned caseload for FFY 2013 is: 1,475

Additional Breastfeeding Peer Counseling Program:

Allowable costs for the Peer Counseling Program include compensation for peer counselors and designated peer counselor managers/coordinators, and related costs such as training and training materials; telephone expenses for participant contacts (including pager, cell phones and answering machines); travel for training and home and hospital visits; recruitment of peer counseling staff; and the purchase of demonstration materials (e.g., breast pumps for demonstration purposes, videos). Out of state travel must be pre-approved by ADHS. Items and materials for distribution to WIC participants (e.g. breast pumps, breastfeeding aids, written materials) are not allowable costs.

Farmer's Market Nutrition Program:

If funding for additional FMNP checks becomes available and the contract budget (as shown on the Contract Price Sheet) has been fully expended, Contractor may choose whether or not to distribute the additional checks with no increase in the contract budget.