

SCOPE OF WORK

CONTRACT NO: CTR054210

1. Background

The Arizona Department of Health Services (ADHS), Bureau of Epidemiology and Disease Control (EDC), Immunization Program Office (AIPO) is responsible for the prevention and control of vaccine preventable diseases (VPDs) in Arizona among children, adolescents and adults. VPDs are serious infectious diseases for which specific immunizing agents are available. The primary AIPO activities are as follows:

- 1.1. Promote the immunization of children, adolescents and adults against VPDs;
- 1.2. Provide vaccines to eligible individuals supporting the provision of vaccines by the Centers for Disease Control and Prevention (CDC);
- 1.3. Act as a liaison between federal health officials in the CDC's National Center for Immunization and Respiratory Diseases (NCIRD) and ADHS; and
- 1.4. Coordinate the implementation of immunizations, including but not limited to:
 - 1.4.1. Vaccine coverage assessment activities to determine rates of immunization in the population,
 - 1.4.2. Evaluation of the effectiveness of efforts to increase vaccination coverage,
 - 1.4.3. Procedures to systematically identify and immunize susceptible children and adults,
 - 1.4.4. Consultation on recommended vaccinations for people of all ages,
 - 1.4.5. Maintenance of vaccine storage, distribution and accountability,
 - 1.4.6. Compliance monitoring of child care and school immunization requirements as defined by the State Statute and Rule,
 - 1.4.7. Evaluation and promotion of appropriate immunizations in the adult populations,
 - 1.4.8. Screening of populations at increased risk for hepatitis B infection,
 - 1.4.9. Recruitment of providers into the Vaccines for Children (VFC) program which provides free vaccines to eligible children,
 - 1.4.10. Ensure all federally supplied vaccines are appropriately accounted for in the Arizona State Immunization Information System (ASIIS) and other CDC defined reporting systems, and
 - 1.4.11. Ensure the state agency and all enrolled vaccination sites receiving federal supplied vaccines are accountable per CDC and AIPO Program Guidance.

2. Objective

To enter into a Contract with The Arizona Partnership for Immunization (TAPI) to accomplish the following:

- 2.1. Maintain a statewide immunization coalition, to empower communities, public health practitioners and health care providers, all across Arizona, to improve health by providing data, supporting assessment and identifying best immunization practices through partnerships and collaboration;
- 2.2. Improve immunization practices in provider offices, birthing hospitals, childcare centers and schools affecting immunization status of children, adolescents and adults;
- 2.3. Improve immunization coverage rates among children, adolescents and adults to reach the US Department of Health and Human Services (HHS) Healthy People 2030 goals at <https://health.gov/healthypeople>;
- 2.4. Improve utilization of available tools by providers, including but not limited to the ASIIS;

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- 2.5. Increase knowledge about immunization benefits and promote evidence-based findings on immunizations in order to increase the immunization coverage levels of children, adolescents and adults; and
- 2.6. Provide customized programming that integrates evidence-based prevention and public health strategies into all goals and objectives, including but not limited to the following:
 - 2.6.1. Vaccine accountability tasks; including but limited to Inventory, storage and handling, reporting and administration,
 - 2.6.2. Health education,
 - 2.6.3. Provider education,
 - 2.6.4. Assessment and evaluation of the immunization program and activities, coverage rates and community needs, and
 - 2.6.5. Program administration as required.

3. Scope of Work

- 3.1. The services shall be provided throughout the State of Arizona and require regular, ongoing face to face meetings and presentations. Virtual meetings and presentations are permissible during the COVID19 Pandemic. In person meetings and presentations will resume when it is deemed safe to do so and both parties agree to do so;
- 3.2. The Tasks described herein are provided to outline the services required and shall not be considered to be either comprehensive or restrictive to innovation or creativity on the part of the Contractor in the preparation of the work plan. AIPO shall approve all plans and deliverables in writing prior to the implementation of that plan and finalization by the Contractor; and
- 3.3. The CDC awards funds to AIPO based on a state fiscal year, this Contract will align. Invoicing for services can be monthly, quarterly or biannually as mutually agreed up between both parties.

4. Tasks

The Contractor shall:

- 4.1. Maintain a statewide coalition with members representing key medical organizations and government agencies with interest in the health of children, adolescents and adults;
 - 4.1.1. Establish committees for key issues and hold meetings at least quarterly for each committee. A minimum of three (3) committees shall be maintained:
 - 4.1.1.1. Executive Committee;
 - 4.1.1.2. Steering Committee;
 - 4.1.1.3. Community Committee/Provider Committee; and
 - 4.1.1.4. Additional committees may be added as needed and mutually approved by both parties;
 - 4.1.2. Ensure that the statewide coalition and each committee is inclusive of staff who have appropriate managerial and technical qualifications, skills and decision-making authority as appropriate,
 - 4.1.3. Work collaboratively with the AIPO for vaccination focused conferences:
 - 4.1.3.1. AIPO Annual Conference;

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- 4.1.3.2. Vaccine Congress as warranted and agreed upon by both parties; and
- 4.1.3.3. Others as warranted and agreed upon by both parties;
- 4.2. Educate Arizona's population, health care professionals, community leaders and media on the importance of immunizations and current standards of practice:
 - 4.2.1. Health care professionals:
 - 4.2.1.1. Provide a monthly training opportunity for all enrolled VFC and other vaccinators. This can be a virtual or face to face meetings;
 - 4.2.1.2. The Contractor shall work with the AIPO to develop the rotation of topics of each monthly meeting;
 - 4.2.1.3. These trainings shall include storage and handling of vaccines, clinical support and training for proper vaccine administration, and reporting requirements for ASIIS at a minimum; and
 - 4.2.1.4. The Contractor may be asked to add additional topics as needed. These additional topics will be discussed and approved by both parties before implementation.
 - 4.2.2. Community Leaders:
 - 4.2.2.1. Provide written materials that promote and encourage vaccination across the life span. These may include different materials for each age group as appropriate;
 - 4.2.2.2. The Contractor shall develop a written plan for providing vaccine education for community leaders across the state; and
 - 4.2.2.3. Identify gaps in immunization coverage and focus training and education in those areas to reduce the gaps.
 - 4.2.3. Media:
 - 4.2.3.1. The Contractor shall develop a media campaign that includes information about the efficacy and importance of vaccination across the lifespan to include but not limited to:
 - 4.2.3.1.1. Printed materials,
 - 4.2.3.1.2. Social media, and
 - 4.2.3.1.3. Maintain www.whyimmunize.org.
 - 4.2.4. Special projects to provide education to vaccinator groups. These shall be mutually agreed upon activities between both parties.
- 4.3. Provide a quarterly report, within (thirty) 30 days of quarter end that describes the activities completed within the quarter;
- 4.4. Submit an annual budget by July 31st each year for the new Contract period, changes in budget must be clearly defined and approved prior to submission of the annual budget;
- 4.5. Provide by August 31st annually, a listing of all coalition stakeholders including name and contact information; and
- 4.6. Provide by July 31st annually, an updated immunization coalition organizational chart (staffing roster) with names and contact information.

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5. Requirements

The Contractor shall:

- 5.1. Provide a current and valid Certificate of Liability Insurance (COI) prior to commencement of the Contract and yearly throughout the term of the Contract. A Purchase Order will not be issued by ADHS for the Contractor to perform services without the COI on file in the Contract.

6. Deliverables:

The Contractor shall submit:

- 6.1. Monthly, quarterly or biannually Contractor Expenditure Reports (CER). With each CER provide the following supportive documentation to include but not limited to:
 - 6.1.1. Completed committee meetings, attendance sheets and meeting agendas,
 - 6.1.2. Completed educational activities, attendance sheets and meeting agendas, and
 - 6.1.3. Completed conference related meetings and activities;
- 6.2. Quarterly reports in January, April, July and October that reflect all activities completed utilizing these Contract funds;
- 6.3. Annual budget by July 31st of each year; and
- 6.4. Updated staffing roster by July 31st of each year.

7. Notices, Correspondence and Reports

- 7.1. Notices, correspondence, reports, invoices/CERs and program specific requests relative to this Contract from the Contractor to ADHS shall be sent to:



Phoenix, AZ 85007-3233
Phone: 602-364-3639
Fax: 602-364-3285
Dana.Goodloe@azdhs.gov

- 7.2. AUTOMATED CLEARING HOUSE. 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 must 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/GAO-618%20ACH%20Authorization%20Form%20101019.pdf>

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

- 7.3. Notices, correspondence and reports from the ADHS to Contractor shall be sent to:

The Arizona Partnership for Immunization (TAPI)



Phoenix, AZ 85034
Phone: 602-288-7568
Fax: 602-262-2654
Email: JenniferT@tapi.org

PRICE SHEET
CONTRACT NO: CTR54210

July 1, 2021 through June 30, 2022

DESCRIPTION	AMOUNT
Develop and/or Maintain Statewide Immunization Coalition	\$75,000.00
Immunization Education Activities to include: Educating Arizona's population, healthcare professionals, community leaders, media campaigns and special projects	\$350,000.00
Annual Total (not to exceed)	\$425,000.00



Participation in Boycott of Israel

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Description: Immunization Coalition Services

OF
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Arizona Department of
Health Services
150 North 18th Ave, Suite 530
Phoenix, AZ 85007

- Solicitation or Contract has an estimated value of less than \$100,000;
- Contractor is a sole proprietorship;
- Contractor has fewer than ten (10) employees; and/or
- Contractor is a non-profit organization.

The Arizona Partnership for Immunization

Company Name

700 E. Jefferson St., Suite 100

Address

Phoenix AZ 85034

City

State

Zip

Signature of Person Authorized to Sign

Printed Name

Executive Director

Title

Exhibit A – 2 CFR 200.332
CONTRACT NO: CTR054210

Exhibit - 2 CFR 200.332

§ 200.332

Requirements for pass-through entities.

All pass-through entities must:

(a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.

**Prime Awardee:
DUNS #**

**Arizona Department of Health Services
804745420**

Federal Award Identification (Grant Number):

6 NH23IP922599-02-01

Subrecipient name (which must match the name associated with its unique entity identifier):

The Arizona Partnership for Immunization

Subrecipient's unique entity identifier (DUNS #):

003754414

Federal Award Identification Number (FAIN, sometimes it's the same as the Grant Number):

NH23IP922599

Federal Award Date (see the definition of Federal award date in § 200.1 of this part) of award to the recipient by the Federal agency:

Subaward Period of Performance Start and End Date:

7/1/2019 - 06/30/2024

Subaward Budget Period Start and End Date:

07/01/2021 - 06/30/2022

Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient (this is normally the contract amount):

\$425,000.00

Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation (how much is available for contracts):

Total Amount of the Federal Award committed to the subrecipient by the pass-through entity:

Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):

CDC-RFA-IP19-1901 Immunization and Vaccines for Children

Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:

Centers for Disease Control and Prevention

Assistance Listings number and Title: the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement:

93.268 - Immunization Cooperative Agreements

Identification of whether the award is R&D:

No

Indirect cost rate for the Federal award (including the de minimis rate is charged) per § 200.414:

10%