



## PIMA COUNTY NOTICE OF SOLICITATION

**NUMBER AND TITLE: PCHD2011-06 Sexual Health Education Project**

**QUOTES DUE BY:            November 23, 2011, at or before 12 noon.**

**RETURN TO:**            Pima County Health Department  
Public Health Nursing East Office  
6920 E. Broadway Blvd. Suite E  
Tucson, Arizona 85710  
Attention: Nancy Tepper  
Nancy.tepper@pima.gov  
Fax #: 520-721-8235

### **Description:**

One award for up to \$100,000 will be made by Pima County Health Department to one community agency with demonstrated evidence-based success in the following:

- Ability to develop and implement a program designed to:
  - Reduce second pregnancies among teens
  - Be culturally sensitive for the Latino community
  - Involve boys and young men in teen pregnancy prevention
- Use evidence-based strategies that have been demonstrated to be effective in reduction of Sexually Transmitted Infections (STIs)
- Provide education and training to parents/ caregivers on effective communication regarding sexual health issues and other risk behaviors
- Address youth "in care"- juvenile detention or probation

Please limit responses to 10 pages, including budget and implementation plan.

Quotes will be due on or before noon on November 23, 2011 and will be delivered online to [nancy.tepper@pima.gov](mailto:nancy.tepper@pima.gov); or in person to:

Pima County Health Department  
Public Health Nursing  
6920 E. Broadway Blvd., Suite E  
Tucson, Arizona 85710  
Attention: Nancy Tepper

## **SPECIFIC TERMS AND CONDITIONS**

### **INTRODUCTION/SCOPE:**

The Pima County Health Department (PCHD) wishes to establish a contract to end December 31, 2012, for a subcontractor who will design, implement, and evaluate a community based program for providing Teen Pregnancy Prevention Services in the Latino community of youth in juvenile detention or probation and their families. Responder is required to meet the ADHS Contract/Subcontract provisions contained in the ADHS/Pima County Intergovernmental Agreement (IGA) Uniform Terms and Conditions which is available for review and will be included in the final contract. Proposals must include a program design and evaluation plan written in the Logic Model (sample provided).

### **SAMPLE AGREEMENT:**

A sample copy of the Agreement between the successful responder(s) and Pima County is attached for your review. Each responder, by submitting a proposal, will be certifying that the Agreement is acceptable as written, unless exceptions are taken and specific alternate language proposed. Exceptions, which include language unacceptable to Pima County, may be cause for disqualification. County also reserves the right to negotiate any terms and/or conditions if it is deemed to be in the best interest of the County.

**It is not necessary to return the sample agreement with the quote.**

### **SERVICE SPECIFICATIONS:**

Responding party must have demonstrated evidence-based success in the following:

- Ability to develop and implement a program designed to:
  - Reduce second pregnancies among teens
  - Be culturally sensitive for the Latino community
  - Involve boys and young men in teen pregnancy prevention

- Use evidence-based strategies that have been demonstrated to be effective in reduction of Sexually Transmitted Infections (STIs)
- Provide education and training to parents/ caregivers on effective communication regarding sexual health issues and other risk behaviors
- Address youth “in care”-juvenile detention or probation

This program contract with ADHS is in place until December 31, 2012. There is no assurance of renewal or re-funding at this time

All materials and work required under the terms of this proposal shall be completed as set forth above, including Appendices, and separate documents, which are incorporated into this proposal by reference.

Proposals, including budget must be no longer than 10 pages in length, 12 font.

Responders may submit their response online addressed to those identified on the cover page of this SOLICITATION. If submitted in person, three copies and one original of the SOLICITATION, clearly marked is required, and delivered as per the cover sheet of this SOLICITATION.

#### **MINIMUM REQUIREMENTS:**

Prospective responders must meet the following minimum requirements:

1. Provider shall have demonstrated experience in providing service as designated in this SOLICITATION
2. Provider shall have the ability to conduct culturally competent services.
3. Provider shall have appropriate staffing and levels of providers to implement the types of services described in the proposal.

#### **PROPOSAL FORMAT**

Responders to this SOLICITATION must include these components, at a minimum:

- a) Provide a detailed description of the project that will be implemented
- b) Compose a program summary, not to exceed one page
- c) Response to the Service Specifications, above. Submit an outline of selected strategies and an Evaluation Plan, using the State Logic Model for format. Implementation Plan (Attachment A) included in this SOLICITATION.
- d) Develop and submit a proposed budget for this program
- e) Develop an evaluation plan that includes goals, objectives including the number of youth/parents to be served, and expected outcomes

## **REPORTING**

1. Contractor shall submit monthly progress reports, including Program Narrative, to be uploaded to the SharePoint system as established by ADHS. Contractor will report how the approved strategies were implemented. This report is due to PCHD on the 15<sup>th</sup> of the month following the service provision.
2. Participant data sheets, and attendance forms must be submitted and will be made available upon contract award.

## **FINANCE:**

Quarterly invoices will be submitted to the PCHD on the 15<sup>th</sup> of the month following the end of each quarter. Successful submission of monthly reports and required forms will result in payment.

Part or all of a payment may be adjusted on the basis of objective accomplishment, or withheld if contractor reports do not show progress at the stated minimal acceptable levels. Proposals will outline realistic and achievable goals for each quarter and for the annual contract.

## **PRICING:**

Upon award of this funding, the successful Responder's prices shall remain firm for the Agreement period.

## **ACCEPTANCE:**

Acceptance of the work shall be upon approval of the Pima County Health Department, after review by the SOLICITATION review panel.

## **CERTIFICATION:**

The certification page must be completed and signed by the responder. Failure to complete and sign this page may cause the proposal to be rejected. In the event “No” is checked for the specifications, terms and/or conditions, failure to fully explain exceptions taken may cause the proposal to be rejected.

**EVALUATION AND AWARD CRITERIA:**

Proposals will be reviewed and evaluated by a panel especially selected for this project.

The panel will review all projects that are submitted in response to this Solicitation.

**Responsiveness is defined as Proposals that are submitted by the deadline and which contain all components described in PROPOSAL FORMAT section above.**

Recommendation for award shall be to the responder(s) who meet the terms, conditions and specifications and scores the highest on the following:

1. 30%  
The Proposal meets the Service Specifications.
2. 30%  
Program/Implementation Plan is thoroughly completed. The Plan components must address the stated problem in a comprehensive manner.
3. 15%  
Documented experience in providing services as outlined in the proposal; demonstrate the provision of direct service and/or program development.
4. 20%  
Budget preparation and justification, including the unit of service cost.
5. 5%  
Summary of the proposal; not to exceed one page.

## RESPONDER QUESTIONNAIRE SHEET

The following checklist is provided to assist you in compiling your proposal. Complete and return this checklist as the first page of your Proposal. Your Proposal should be compiled in the order shown below. For those items that require a statement, please provide on separate sheet(s) of paper. **All items must be provided in order for proposal to be considered responsive.**

1.    \_\_\_       Completion of the Certification Page
  
2.    \_\_\_       Name, address and telephone number of contact person  
          who can respond to questions about this proposal.  
          Include email address, if able.
  
3.    \_\_\_       Summary of proposal, not to exceed one page.
  
4.    \_\_\_       Service Specifications narrative. Must include statement of  
          culturally competent experience in working with the population identified in the  
          proposal.
  
5.    \_\_\_       Completed Implementation/Program Plan.
  
- 6     \_\_\_       Budget sheet with justification and unit cost.



**CERTIFICATION PAGE**

**Responder certifies that it meets all specifications, terms and conditions contained in this SOLICITATION.**

**Yes \_\_\_\_\_ No \_\_\_\_\_ If no, responder must explain all deviations in writing and attach to this proposal.**

An authorized representative of the company must sign proposals.

COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME & TITLE: \_\_\_\_\_  
(Please Print/Type)

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TAX IDENTIFICATION NUMBER: \_\_\_\_\_

Correspondence from Pima County Health Department to the Responder shall be sent to:

NAME & TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

RESPONDER SHALL SIGNIFY RECEIPT OF ALL ADDENDA (IF ANY)

ADDENDUM NO. \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

By

ADDENDUM NO. \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

By

<p>PIMA COUNTY DEPARTMENT OF [xxxxxxx]</p> <p>PROJECT: [name]</p> <p>CONTRACTOR: [awardee legal name &amp; address]</p> <p>AMOUNT: \$[250,000.00]</p> <p><b>FUNDING:[From Finance list of defined sources/Req's]</b></p>	<p>(STAMP HERE)</p>
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**GENERAL SERVICES CONTRACT \$250,000 or Less Per Year**

THIS CONTRACT entered between Pima County, a body politic and corporate of the State of Arizona, hereinafter called COUNTY; and [Legal Name as documented by the ACC or sole proprietorship], hereinafter called CONTRACTOR.

WITNESSETH

WHEREAS, COUNTY requires the services of a CONTRACTOR to provide [description of goods or services]; and

**WHEREAS, CONTRACTOR submitted the most advantageous response to County for Solicitation No. [70860] for said [products and/or services].**

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE I - TERM AND EXTENSION/RENEWAL/CHANGES**

This Contract, as awarded by the Procurement Director, shall commence on [August 12<sup>th</sup>, 2003] and shall terminate on [August 11<sup>th</sup>, 2004], unless sooner terminated or further extended pursuant to the provisions of this Contract. The parties may renew this Contract for up to **four (4)** additional one-year periods or any portion thereof.

Any modification, or extension of the contract termination date, shall be by formal written amendment executed by the parties hereto.

Amendments to the Contract must be approved by the Board of Supervisors or the Procurement Director, as required by the Pima County Procurement code, before any work or deliveries under the Amendment commences.

#### ARTICLE II – SCOPE OF SERVICES

This Contract establishes the agreement under which the CONTRACTOR will provide COUNTY with products and services in accordance with the attached Exhibit A: Scope of Services (xx pages).

CONTRACTOR shall provide COUNTY the goods and services as defined in this Contract. All goods and services shall comply with the requirements and specifications as called for in this Contract and solicitation documents contained or referenced in Pima County Solicitation No. [70860], and [List other particular documents as/if appropriate]; these documents are incorporated into the Contract the same as if set forth in full herein.

#### ARTICLE III – COMPENSATION AND PAYMENT

In consideration for the goods and services specified in this Contract, the COUNTY agrees to pay CONTRACTOR in an amount not to exceed [two hundred fifty thousand dollars (\$250,000.00)]. Pricing for work or products/materials will be as set forth in Exhibit B: [add “Exhibit B to top of Price Bid Proposal document submitted by Contractor, and use the title/no. pages; PIMA COUNTY VEGETATION MANAGEMENT SERVICES (one page)].

Although State and City sales tax are paid when applicable and invoiced, taxes should not be included in the unit price.

CONTRACTOR shall provide detailed documentation in support of requested payment. Payment requests shall assign all costs to items identified by Exhibit B.

It is the intention of both parties that pricing shall remain firm during the term of the contract. Price increases shall only be considered in conjunction with a renewal of the Contract. In the event that economic conditions are such that unit price increases are desired by the CONTRACTOR upon renewal of the Contract, CONTRACTOR shall submit a written request to COUNTY with supporting documents justifying such increases at least 90 days prior to the termination date of the Contract. It is agreed that the Unit Prices shall include compensation for the CONTRACTOR to implement and actively conduct cost and price control activities. COUNTY will review the proposed pricing and determine if it is in the best interest of COUNTY to renew or extend the Contract as provided for in Article I of this Contract.

CONTRACTOR shall not provide goods and services in excess of the Exhibit A Line Item and Contract Amounts without prior authorization by an amendment executed by COUNTY. Goods and Services provided in excess of Line Item or Contract Total Amounts without prior authorization by fully executed amendment shall be at CONTRACTOR’S own risk.

**For the period of record retention required under Article XXI, COUNTY reserves the right to question any payment made under this Article and to require reimbursement therefore by setoff or otherwise for payments determined to be improper or contrary to the contract or law.**

#### **ARTICLE IV - INSURANCE**

CONTRACTOR shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:

- a) Commercial General Liability in the amount of \$1,000,000.00 combined single limit Bodily Injury and Property Damage. Pima County is to be named as an additional insured for all operations performed within the scope of the Contract between Pima County and CONTRACTOR;
- b) Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Contract with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage;
- c) If this Contract involves professional services, professional liability insurance in the amount of \$1,000,000.00; and,
- d) If required by law, workers' compensation coverage including employees' liability coverage.

CONTRACTOR shall provide COUNTY with current certificates of insurance. All certificates of insurance must provide for guaranteed thirty (30) days written notice to the COUNTY of cancellation, non-renewal or material change.

#### **ARTICLE V - INDEMNIFICATION**

CONTRACTOR shall indemnify, defend, and hold harmless COUNTY, its officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto, arising out of any act, omission, fault or negligence by the CONTRACTOR, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Contract.

CONTRACTOR warrants that all products and services provided under this contract are non-infringing. CONTRACTOR will indemnify, defend and hold COUNTY harmless from any claim of infringement arising from services provided under this contract or from the provision, license, transfer or use for their intended purpose of any products provided under this Contract.

#### **ARTICLE VI - COMPLIANCE WITH LAWS**

CONTRACTOR shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Contract. The laws and regulations of the State of Arizona shall govern the rights of the

parties, the performance of this Contract, and any disputes hereunder. Any action relating to this Contract shall be brought in a court of the State of Arizona in Pima County. Any changes in the governing laws, rules, and regulations during the terms of this Contract shall apply, but do not require an amendment.

#### **ARTICLE VII - INDEPENDENT CONTRACTOR**

The status of the CONTRACTOR shall be that of an independent contractor. Neither CONTRACTOR, nor CONTRACTOR'S officers agents or employees shall be considered an employee of Pima County or be entitled to receive any employment-related fringe benefits under the Pima County Merit System. CONTRACTOR shall be responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and shall indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR'S failure to pay such taxes. CONTRACTOR shall be solely responsible for program development and operation.

#### **ARTICLE VIII - SUBCONTRACTOR**

CONTRACTOR will be fully responsible for all acts and omissions of any subcontractor and of persons directly or indirectly employed by any subcontractor and of persons for whose acts any of them may be liable to the same extent that the CONTRACTOR is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract shall create any obligation on the part of COUNTY to pay or see to the payment of any money due any subcontractor, except as may be required by law.

#### **ARTICLE IX - ASSIGNMENT**

CONTRACTOR shall not assign its rights to this Contract, in whole or in part, without prior written approval of the COUNTY. Approval may be withheld at the sole discretion of COUNTY, provided that such approval shall not be unreasonably withheld.

#### **ARTICLE X - NON-DISCRIMINATION**

CONTRACTOR agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 **including flow down of all provisions and requirements to any subcontractors.** Executive Order 2009-09 supersedes Executive order 99-4 and amends Executive order 75-5 and may be viewed and downloaded at the Governor of the State of Arizona's website [http://www.azgovernor.gov/dms/upload/EO\\_2009\\_09.pdf](http://www.azgovernor.gov/dms/upload/EO_2009_09.pdf) which is hereby incorporated into this contract as if set forth in full herein. During the performance of this contract, CONTRACTOR shall not discriminate against any employee, client or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin.

**ARTICLE XI - AMERICANS WITH DISABILITIES ACT**

CONTRACTOR shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

**ARTICLE XII - AUTHORITY TO CONTRACT**

CONTRACTOR warrants its right and power to enter into this Contract. If any court or administrative agency determines that COUNTY does not have authority to enter into this Contract, COUNTY shall not be liable to CONTRACTOR or any third party by reason of such determination or by reason of this Contract.

**ARTICLE XIII - FULL AND COMPLETE PERFORMANCE**

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of this Contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

**ARTICLE XIV - CANCELLATION FOR CONFLICT OF INTEREST**

This Contract is subject to cancellation for conflict of interest pursuant to ARS § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

**ARTICLE XV - TERMINATION**

COUNTY reserves the right to terminate this Contract at any time and without cause by serving upon CONTRACTOR 30 days advance written notice of such intent to terminate. In the event of such termination, the COUNTY'S only obligation to CONTRACTOR shall be payment for services rendered prior to the date of termination.

This Contract may be terminated at any time without advance notice and without further obligation to the COUNTY when the CONTRACTOR is found by COUNTY to be in default of any provision of this Contract.

Notwithstanding any other provision in this Contract, this Contract may be terminated if for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining COUNTY or other public entity obligations under this Contract. In the event of such termination, COUNTY shall have no further obligation to CONTRACTOR, other than to pay for services rendered prior to termination.

#### ARTICLE XVI - NOTICE

Any notice required or permitted to be given under this Contract shall be in writing and shall be served by personal delivery or by certified mail upon the other party as follows:

COUNTY:

[Department Director Name/Address]

CONTRACTOR:

[Name, legal address, fax/phone of  
Contractor Officer submitting bid]

#### ARTICLE XVII - NON-EXCLUSIVE CONTRACT

CONTRACTOR understands that this Contract is nonexclusive and is for the sole convenience of COUNTY. COUNTY reserves the right to obtain like services from other sources for any reason.

#### ARTICLE XVIII - OTHER DOCUMENTS

CONTRACTOR and COUNTY in entering into this Contract have relied upon information provided in the Pima County Solicitation No. [73085] including the [Invitation For Bids/Proposals], Instructions to Bidders, Standard Terms and Conditions, Specific Terms and Conditions, Solicitation Addenda, CONTRACTOR'S Bid/Proposal and on other information and documents submitted by the CONTRACTOR in its' response to Solicitation No. [73085]. These documents are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this contract.

#### ARTICLE XIX - REMEDIES

Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

#### ARTICLE XX - SEVERABILITY

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

#### ARTICLE XXI - BOOKS AND RECORDS

CONTRACTOR shall keep and maintain proper and complete books, records and accounts, which shall be open at all reasonable times for inspection and audit by duly authorized representatives of COUNTY.

In addition, CONTRACTOR shall retain all records relating to this contract at least 5 years after its termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

### **ARTICLE XXII – PUBLIC INFORMATION**

Pursuant to A.R.S. § 39-121 et seq., and A.R.S. § 34-603(H) in the case of construction or Architectural and Engineering services procured under A.R.S. Title 34, Chapter 6, all information submitted in response to this solicitation, including, but not limited to, pricing, product specifications, work plans, and any supporting data becomes public information and upon request, is subject to release and/or review by the general public including competitors.

Any records submitted in response to this solicitation that respondent reasonably believes constitute proprietary, trade secret or otherwise confidential information must be appropriately and prominently marked as CONFIDENTIAL by respondent prior to the close of the solicitation.

Notwithstanding the above provisions, in the event records marked CONFIDENTIAL are requested for public release pursuant to A.R.S. § 39-121 et seq., County shall release records marked CONFIDENTIAL ten (10) business days after the date of notice to the respondent of the request for release, unless respondent has, within the ten day period, secured a protective order, injunctive relief or other appropriate order from a court of competent jurisdiction, enjoining the release of the records. For the purposes of this paragraph, the day of the request for release shall not be counted in the time calculation. Respondent shall be notified of any request for such release on the same day of the request for public release or as soon thereafter as practicable.

County shall not, under any circumstances, be responsible for securing a protective order or other relief enjoining the release of records marked CONFIDENTIAL, nor shall County be in any way financially responsible for any costs associated with securing such an order.

### **ARTICLE XXIII – LEGAL ARIZONA WORKERS ACT COMPLIANCE**

CONTRACTOR hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to CONTRACTOR'S employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). CONTRACTOR shall further ensure that each subcontractor who performs any work for CONTRACTOR under this contract likewise complies with the State and Federal Immigration Laws.

COUNTY shall have the right at any time to inspect the books and records of CONTRACTOR and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of CONTRACTOR'S or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting CONTRACTOR to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or

terminated as a result, CONTRACTOR shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor, as soon as possible so as not to delay project completion.

CONTRACTOR shall advise each subcontractor of COUNTY'S rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form:

"SUBCONTRACTOR hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to SUBCONTRACTOR's employees, and with the requirements of A.R.S. § 23-214 (A). SUBCONTRACTOR further agrees that COUNTY may inspect the SUBCONTRACTOR'S books and records to insure that SUBCONTRACTOR is in compliance with these requirements. Any breach of this paragraph by SUBCONTRACTOR will be deemed to be a material breach of this contract subjecting SUBCONTRACTOR to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of CONTRACTOR. In the event that remedial action under this Article results in delay to one or more tasks on the critical path of CONTRACTOR's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which CONTRACTOR shall be entitled to an extension of time, but not costs.

#### **ARTICLE XXIV – SCRUTINIZED BUSINESS OPERATIONS**

"Pursuant to A.R.S. §§ 35-391.06 and 393.06, contractor hereby certifies that it does not have scrutinized business operations in Iran or Sudan. The submission of a false certification by contractor may result in action up to and including termination of this contract.

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

**ARTICLE XXV - ENTIRE AGREEMENT**

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered or extended only by a written amendment signed by the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Contract on the date written below.

**PIMA COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Procurement Director

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

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

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

\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

---

Department Head

---

Date

(if required by County Department or delete)

**PROGRAM DESIGN AND EVALUATION LOGIC MODEL**

LINK

<b>Needs/Resources</b>	<b>Goals &amp; Outcome Objectives</b>	<b>Strategies/ Approaches</b>	<b>Implementation Plan</b>	<b>Evaluation</b>
<p>Assessment – if done by community/provider</p> <ul style="list-style-type: none"> <li>➤ Identify a problem</li> <li>➤ Identify target population</li> <li>➤ Build your team</li> <li>➤ Assess risk and protective factors</li> <li>➤ Collect data (must be locally related)</li> <li>➤ Analyze and report data</li> <li>➤ Identify existing resources currently directed to needs</li> <li>➤ Include statistical evidence of need and source of information</li> </ul> <p>Assessment – if done by funder</p> <ul style="list-style-type: none"> <li>➤ Establish provider’s ability/track record to meet the needs</li> </ul>	<p>Goals should be:</p> <ul style="list-style-type: none"> <li>➤ focused</li> <li>➤ easy to understand</li> <li>➤ Achievable</li> </ul> <p>Goals must:</p> <ul style="list-style-type: none"> <li>➤ Flow from the Needs Assessment</li> <li>➤ Be directional</li> <li>➤ State desired change</li> <li>➤ Focus on the target population</li> </ul> <p><u>Outcome objectives</u> must:</p> <ul style="list-style-type: none"> <li>➤ Measure the impact of the program on the target population</li> <li>➤ Measure change in knowledge, behavior or attitude</li> <li>➤ Be related to goals</li> <li>➤ Be achievable</li> <li>➤ Have a timeline</li> </ul> <p><u>Process objectives</u> must:</p> <ul style="list-style-type: none"> <li>➤ Measure the number of activities to meet the Outcome Objectives.</li> <li>➤ Address target population</li> <li>➤ Be achievable</li> <li>➤ Have a timeline</li> </ul>	<p>Strategies and approaches must:</p> <ul style="list-style-type: none"> <li>➤ Be developed AFTER the Needs Assessment, Goals and Objectives, and based upon them</li> <li>➤ Detail “what we will do”</li> <li>➤ Be research based – either a proven program or established theory</li> <li>➤ Connect to the identified risk and protective factors/needs and strengths</li> <li>➤ Determine if program is directed toward a universal, selective, indicated or treatment audience</li> <li>➤ Be culturally competent, age appropriate and gender responsive</li> </ul>	<p>Develop detailed action steps including:</p> <ul style="list-style-type: none"> <li>➤ Resource identification and mobilization</li> <li>➤ Capacity building</li> <li>➤ Activities</li> <li>➤ Timelines and scheduling</li> <li>➤ Recruiting and retaining participants/ clients</li> <li>➤ Staff accountabilities</li> <li>➤ Staff training to implement strategies and approaches</li> </ul>	<p>Evaluation must include:</p> <ul style="list-style-type: none"> <li>➤ Design / methodology with a valid, reliable assessment tool</li> <li>➤ Evaluation plan</li> <li>➤ Data collection and analysis plan</li> <li>➤ Quality assurance plan</li> </ul> <p>Evaluation should measure both:</p> <ul style="list-style-type: none"> <li>➤ Process/formative to see if the program is being implemented as planned</li> <li>➤ Outcomes / substantive (short and long term) to determine if goals and objectives are being met</li> </ul> <p>Evaluation must:</p> <ul style="list-style-type: none"> <li>➤ Avoid evaluating Strategies and Approaches</li> <li>➤ Answer the question “did we achieve what we stated in objectives?”</li> </ul>
<p>Are strategies and approaches meeting the needs?</p>	<p>Are short and long term outcomes tied to the evaluation?</p>	<p>Are strategies and approaches addressing the outcome objectives?</p>	<p>Are the strategies and approaches being implemented as written?</p>	<p>Is there ongoing assessment and quality improvement?</p>

CONTINUOUS FEEDBACK LOOP

## PROGRAM DESIGN & EVALUATION <sup>(R)</sup>

<u>NEEDS/RESOURCES</u>	<u>GOALS AND OBJECTIVES:</u>	<u>STRATEGIES &amp; APPROACHES</u>	<u>IMPLEMENTATION PLAN</u>	<u>EVALUATION PLAN</u>
<p>There was an average of 900 low-birth weight babies born in Prevention County in 2005. This is 50% higher than the national average.</p> <p><b>Team:</b> Agency case managers, community health nurses, private providers, and local birth coalition will participate in the program.</p> <p><b>Risk Factors</b> High percentage of low-income and single parent families.</p> <p>There is a lack of adequate service providers for low-income families.</p> <p><b>Protective Factors</b></p> <p>Local service programs X, Y and Z in Prevention County in public and private sectors</p> <p><b>Target Population:</b></p> <p>Women of childbearing age residing in Prevention County.</p> <p><b>Problem Statement:</b></p> <p>Because of the rate of low-birth weight babies (poor birth outcome) born in the county, it is apparent that there needs to be increased education on proper prenatal care especially for teens, low-income families and minorities.</p>	<p><b>Goal: To improve birth outcomes for women in Prevention County.</b></p> <p><b>Outcome Objective:</b></p> <p>By June 30, 2007, participants in the program will demonstrate a 50% increase in knowledge regarding prenatal care, childbirth education, breastfeeding and nutrition as measured by pre-post test scores.</p> <p><b>Process Objective:</b></p> <p>By June 30, 2007, 200 pregnant women will participate in the prenatal care classes as measured by class sign in sheets.</p>	<p>Organize planning team to develop project plan and class curriculum: How many classes and how frequent? Describe to whom (target population) and how they will be identified and recruited.</p> <p>Get community support and market the event</p> <p>Coordinate with local Jr. High and High Schools to include as health class curriculum</p> <p>Identify location (as it fits the target group and protective/risk factors.)</p>	<p>Current staff will receive a 40-hour training on prenatal care and case management.</p> <p>Qualified staff will be identified to participate in the program.</p> <p>Curriculum will be developed that will include: .....</p> <p>(Explain how it will be funded. Include location and cost)</p> <p>Describe who will do what to identify/recruit participants. Who and/or what agencies will assist in development and implementation of this project.</p> <p>Develop pre-post tests</p> <p>Class locations and schedules will be completed by...</p>	<p>Objectives will be reviewed on a monthly basis and strategies and timelines to determine status of program accomplishments.</p> <p>Pre-test scores will be averaged and compared to post- test scores after each training session.</p> <p>Explain how Objectives will be evaluated to show progress and impact of the program..</p> <p>An attendance log will report actual numbers of participants. This information will be included in monthly report.</p>

Contract Number	INTERGOVERNMENTAL AGREEMENT ATTACHMENT A
HG861253	

IMPLEMENTATION PLAN

TASK	PERSON RESPONSIBLE	VERIFICATION	START DATE	END DATE