

# COCHISE COUNTY GRANT APPROVAL FORM

Form Initiator: Jennifer Steiger Department/Division: Health/NCHS  
 Date Prepared: 3/14/12 Telephone: 520-432-9402  
 Grantor: ADHS Grant Title: Immunization Program, HG854282  
 Grant Term From: 1/1/12 To: 12/31/12  
 Fund No/Dept. No: 243-5000-5212 Note: Fund No. will be assigned by the Finance Department if new.  
 New Grant  Yes  No Amendment No. \_\_\_\_\_ Increase \$0 Decrease \$0

Briefly describe purpose of grant:

Our services, which are free for all children, include: immunizing children against vaccine preventable diseases during the course of their childhood, maintaining their vaccination records in accordance with state and national requirements, and assisting school age children with required vaccinations in order to meet school registration and advancement requirements. The Public Health Nurses at all five Health Department locations conduct regular clinics weekly (which are heavily attended), in addition to monthly evening clinics, year

If amendment, provide reason:

n/a, PO only

If this is a mandated service, cite source. If not mandated, cite indications of local customer support for this service:

Funding Sources	Federal Funds 332.100	State Funds 336.100	County Funds 391.000	Other	Total
Current Fiscal Year		86,273			86,273
Remaining Years					
Total Revenue		86,273			86,273

Is County match required?  Yes  No If yes, dollar amount \$ \_\_\_\_\_

Has this amount been budgeted?  Yes  No Identify Funding Source: ADHS

Federal Catalog of Federal Domestic Assistance (CFDA) No: \_\_\_\_\_

Method of collecting grant funds: Lump sum payment  Quarterly payments  Draw  Reimbursement

Is reversion of unexpended funds required at end of grant period?  Yes  No

a) Total A-87 cost allocation \$55,189

b) Amount of overhead allowed by grant \$4,314 County subsidy (a-b) \$50,875

Does Grantor accept indirect costs as an allowable expenditure?  Yes  No

If yes, dollar amount \$ 4,314 OR percentage allowed 5%

Number of new positions that will be funded from grant: n/a Number of existing positions funded from grant: 7

Recommendation:

Approval of Purchase Order #HG854282, for IGA# HG854282, Immunization Program, between the Arizona Department of Health Services and Cochise Health & Social Services, in the annual amount of \$86,273, received in two separate purchase orders, for the period of 1/1/12 – 12/31/12.

Background (Brief):

CHSS has received funds for its Immunization Program since 1993 to deliver immunization services to County residents. The State provides the vaccine to us free of charge. The grant funds pay for management, staffing, and operating costs of this program.

Our services, which are free for all children, include: immunizing children against vaccine preventable diseases during the course of their childhood, maintaining their vaccination records in accordance with state and national requirements, and assisting school age children with required vaccinations in order to meet school registration and advancement requirements. The Public Health Nurses at all five Health Department locations conduct regular clinics weekly (which are heavily attended), in addition to monthly evening clinics, year round.

The most recent IGA Amendment provided a price sheet which denotes reimbursement rates per visit. The total expected amount available for payment during this grant year (\$86,273) has not changed. This purchase order denotes the initial amount payable (\$39,844.72). The state has notified our program that the remaining expected funds will be available to counties after the state's budget process has been completed and before the end of the contract period.

Fiscal Impact & Funding Sources:

This is a grant funded, fixed-price program through the Arizona Department of Health Services in the anticipated amount of \$86,273. The net county subsidy is as follows:

Budgeted Salaries/EREs	\$113,023
A-87 OH @ 48.83%	\$55,189
5% Small-Grant OH	<u>\$4,314</u>
Net County Subsidy	\$50,875

Next Steps/Action Items/Follow-Up:

Your approvals are respectfully requested.

Impact of Not Approving:

Cessation of the Immunization Program for Cochise County children.

**Falkenberg, Ray**

**From:** Rutan, Terry  
**Sent:** Tuesday, January 24, 2012 7:37 AM  
**To:** Falkenberg, Ray  
**Subject:** FW: Purchase Order Notification - Delivery of Immunization Svcs.  
FYI

**From:** Randon, Kathryn  
**Sent:** Tuesday, January 24, 2012 7:09 AM  
**To:** Rutan, Terry  
**Subject:** FW: Purchase Order Notification - Delivery of Immunization Svcs.

**From:** Cindy Sullivan [mailto:sullivc@azdhs.gov]  
**Sent:** Monday, January 23, 2012 3:41 PM  
**Subject:** Purchase Order Notification - Delivery of Immunization Svcs.

This is a notification of a blanket purchase order under your existing State of Arizona contract for Purchase Order HG854282:1, Delivery of Immunization Svcs.. This blanket purchase order has been issued from the State of Arizona's new ProcureAZ e-procurement system.

To view the purchase order online, you need your company's user name and login ID. Go to the Arizona Department of Health Services site at <https://procure.az.gov/bsol/login.jsp>. Enter your login and password information to sign into the system. Once logged in, new purchase orders are listed in the Unacknowledged POs section of the home page. Your Purchase Orders can also be accessed by clicking on the Purchase Order menu option. Printed copies of the Purchase Order can be accessed on the site.

The information from the request is below:

Purchase Order Header

Organization Name: Arizona Department of Health Services  
 Requesting Department: PHPREPEDC - Public Health Preparedness  
 Buyer Name: Cindy Sullivan  
 Buyer Phone: (602)542-2934  
 Buyer Email: sullivc@azdhs.gov  
 Purchase Order: HG854282:1  
 Description: Delivery of Immunization Svcs.  
 Required Date:  
 Purchase Order Total: 39844.72

*BS  
 NY*

Future notifications of blanket purchase orders and individual release orders will be transmitted to you electronically from ProcureAZ.

Vendors are responsible for upkeep of all vendor data within ProcureAZ to ensure notification of solicitations and electronic purchase orders. Please ensure that your company data is current and accurate.

2/9/2012

If you have questions, please contact ProcureAZ support at (602)542-7600 or [procureaz@azdoa.gov](mailto:procureaz@azdoa.gov)

Thank you for your participation.

Use this link to log on to ProcureAZ: <https://procure.az.gov/bsol/login.jsp>



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February 28, 2012 1:15:22 PM MST    

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Ray Fallenberg

Release Purchase Order HG854282:1

Summary **Subcontractors**

Header Information

<b>Purchase Order Number:</b> HG854282	<b>Release Number:</b> 1	<b>Short Description:</b> Delivery of Immunization Svcs.
<b>Status:</b> 3PS - Sent	<b>Purchaser:</b> Cindy Sullivan	<b>Receipt Method:</b> Quantity
<b>Fiscal Year:</b> 2012	<b>PO Type:</b> Release	<b>Minor Status:</b>
<b>Department:</b> PHPREPEDC - Public Health Preparedness	<b>Location:</b> PHP2 - Epidemiology and Disease Control Immunization Program	<b>Type Code:</b>
<b>Alternate ID:</b> E0034955	<b>Entered Date:</b> 01/23/2012 12:51:05 PM	<b>Control Code:</b>
<b>Days ARO:</b> 0	<b>Retainage %:</b> 0.00%	
<b>Required By Date:</b>	<b>Promised Date:</b>	
<b>Contact Instructions:</b> Contact Myra Chavez at (602)364-3649	<b>Tax Rate:</b>	<b>Actual Cost:</b> \$39,844.72
<b>Ship-to Address:</b> Epidemiology and Disease Control Immunization Program 150 N. 18th Avenue, Suite 120 Phoenix, AZ 85007 US Email: procure@azdhs.gov Phone: (602)364-3630 FAX: (602)364-3285	<b>Bill-to Address:</b> Epidemiology and Disease Control Immunization Program 150 N. 18th Avenue, Suite 120 Phoenix, AZ 85007 US Email: procure@azdhs.gov Phone: (602)364-3630 FAX: (602)364-3285	

Terms

**Preferred Delivery Method:** Email

**Ship-to Address:** Kathryn Randon  
1415 Melody Lane, Building C  
Bisbee, AZ 85603  
US  
Email: trutan@cochise.az.gov  
Phone: (520)432-8396  
FAX: (520)432-8397

**Payment Terms:** Net 45

**Shipping Terms:** As Specified

**Shipping Method:** United Parcel Service

**Freight Terms:** Freight Allowed

**Mailing Address:** Kathryn Randon  
1415 Melody Lane, Building C  
Bisbee, AZ 85603  
US

Email: trutan@cochise.az.gov  
Phone: (520)432-8396  
FAX: (520)432-8397

Payments

There are no payments.

Item Information

Item #	Print Sequence	Blanket /Contract # /Line #	Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
<u>1</u>	1.0	<u>HG854282</u> <u>19</u>	1.0	0.0	\$39,844.72	\$39,844.72	YR - Year	\$0.00		\$0.00	\$0.00	\$39,844.72

( 948 - 46 ) IMMUNIZATION PROGRAM PO for the delivery of Immunization Services & Activites necessary. Contract# HG854282 - Contract P...[View Detail](#)

Exit

Print

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# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

ProcureAZ Purchase Order No.: HG854282:1  
 Organizational Reference No.: E0034955  
 Issued: 01/23/2012

**Vendor Number:** 000007901  
**COCHISE COUNTY**  
 1415 Melody Lane, Building C  
 Bisbee, AZ 85603

Contract No.: HG854282  
 Title: Delivery of Immunization Svcs.

Arizona Department of Health Services  
 Epidemiology and Disease Control Immunization Program  
 150 N. 18th Avenue, Suite 120  
 Phoenix, AZ 85007  
 US  
 Email: procure@azdhs.gov  
 (602) 364-3630

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MAIL INVOICE IN DUPLICATE TO:  
 Arizona Department of Health Services  
 Epidemiology and Disease Control Immunization Program  
 150 N. 18th Avenue, Suite 120  
 Phoenix, AZ 85007  
 US  
 Email: procure@azdhs.gov  
 (602) 364-3630

Release Instructions  
 TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms: Net 45		
				Shipping Terms: As Specified		
				Delivery Calendar Day(s) A.R.O.: 0		
Item	Description	Requisition	Quantity	Unit	Unit Price	Total
1	Class-Item 948-46  IMMUNIZATION PROGRAM PO for the delivery of Immunization Services & Activities necessary. Contract# HG854282 - Contract Period thru 12/31/2012. PO Period 1/1/2012 thru 12/31/2012. CFDA# 93.268		1.00	YR	\$ 39,844.72	\$ 39,844.72

**TOTAL: \$ 39,844.72**

*Handwritten notes:*  
 1/23/12  
 1st round of funding.  
 2nd round funding/del  
 Shook for level funding.

Approved By: Cindy Sullivan  
 Phone No.: (602) 542-2934