



MEMORANDUM

Date: December 4, 2020

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry 
County Administrator

Re: **Additional Information - Additional Action Item Related to the Pima County COVID-19 Vaccine Plan Draft Strategy Document**

The Procurement Director has a Request for Proposals (RFP) for mass distribution and administration of a COVID-19 vaccination in process. Given the timing of the next Board meeting and the possibility of receiving vaccines sporadically between mid-December and the end of December, it is necessary to ask the Board under this agenda item to take action. The action would authorize the Procurement Director to execute any and all annual contracts to be awarded as a result of RFP-PO-2100008 for Mass Vaccinator Distribution and Administration.

After confirming with the County Attorney, the County Attorney has indicated this action can be taken by the Board of Supervisors if the Chairman announces and makes the following statement:

"Due to the immediate need for contracted vaccinators since vaccine distribution will begin this month and extensive preparation and coordination is required, it is approved that the Procurement Director be authorized to award and execute any and all annual contracts to be awarded as a result of RFP-PO-2100008 for Mass Vaccinator Distribution and Administration. Any amendments requiring Board approval due to increased dollar award or extensions will be will be presented to the Board."

Therefore, I request the Board to take this action after the Chairman's statement related to the draft vaccination strategy for Pima County.

CHH/anc

c: Andrew Flagg, Chief Civil Deputy County Attorney
Jan Leshner, Chief Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Terry Cullen, MD, MS, Public Health Director, Pima County Health Department
Mary Jo Furphy, Director, Procurement