



TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** July 27, 2023

RE: *Approval of contract renewal with Info-Tech Research Group (“Info-Tech”) to provide strategy, governance, security, policy and operational consulting and related activities.*

PETITION #03-24

That the Southern Nevada District Board of Health *approve Amendment A03 to the existing service agreement C1900036 between the Southern Nevada Health District and Info-Tech Research Group for strategy, governance, security, policy and operational consulting and related activities.*

PETITIONERS:

Fermin Leguen, MD, MPH, *District Health Officer* *FZ*
Kim Saner, Esq., *Deputy District Health Officer - Administration* *KS*
Jason Frame, *Chief Information Officer* *JF*

DISCUSSION:

The Southern Nevada Health District (SNHD) has engaged Info-Tech for professional services geared toward strategy development, IT and Data governance, cybersecurity, policy creation and technology operational consulting and other related activities. This is a three-year continuation of the original agreement with a complimentary upgrade to an advanced licensing level. Info-Tech has offered a \$31,095.40 discount incentive to renew.

The contract amendment utilizes established GSA competitive rates.

FUNDING:

The first-year annual licensing fee of \$87,594.78 has been budgeted into the approved FY24 Information Technology budget. The additional years’ fees will be added to upcoming budgets. Funding will be from the general fund.



**AMENDMENT A03 TO
SERVICE AGREEMENT WITH INFO-TECH RESEARCH GROUP
C1900036**

THIS AMENDMENT A03 IS MADE WITH REFERENCE TO Service Agreement (“Agreement”) with Info-Tech Research Group, Effective Date October 28, 2018, and as amended on July 31, 2020 and July 31, 2022, by and between Southern Nevada Health District (“Health District”) and Info-Tech Research Group (“Info-Tech”) (individually “Party” and collectively “Parties”).

WHEREAS, the Parties mutually desire to extend the Agreement for an additional three (3) years, through July 30, 2026.

NOW THEREFORE, the Parties agree to amend the Agreement as follows:

- 1) Exhibit 1, Service Agreement with Info-Tech Research Group, Service Dates July 31, 2020 through July 30, 2023 is hereby deleted in its entirety and replaced with Exhibit 1-A03.
- 2) Exhibit 2-A02 to Service Agreement with Info-Tech Research Group C1900036 is hereby deleted in its entirety.
- 3) Attachment C-A01, Historical Record of Services provided from October 28, 2018 through July 30, 2020 is hereby deleted in its entirety and replaced with Attachment C-A03, Historical Record of Services Provided, Service Dates July 31, 2020 through July 30, 2023, which is attached hereto and expressly incorporated by reference herein.
- 4) Attachment D-A03, Historical Records of Services Provided from July 31, 2022 through July 30, 2023 is hereby added to the Agreement. Attachment D-A03 is attached hereto and expressly incorporated by reference herein.
- 5) Attachment E-A03, Historical Record of Services Provided from October 28, 2018 through July 30, 2020 is hereby added to the Agreement. Attachment E-A03 is attached hereto and expressly incorporated by reference herein.

This Amendment A03 is effective on July 31, 2023.

Except as expressly provided in this Amendment A03, all the terms and provisions of the Agreement are and will remain in full force and effect and are hereby ratified and confirmed by the Parties.

BY SIGNING BELOW, the Parties hereto have approved and executed this Amendment A03 to Agreement C1900036.

SOUTHERN NEVADA HEALTH DISTRICT

INFO-TECH RESEARCH GROUP

By: _____
Fermin Leguen, MD, MPH
District Health Officer

By: _____
Name:
Title:

Exhibit 1-A03 to

SERVICE AGREEMENT C1900036 WITH INFO-TECH RESEARCH GROUP

Service Start Date: July 30, 2023 || Contract Length: 3-year

Contact: Jason Frame

Southern Nevada Health District

Product	Description	Quantity	Subtotal	Discount	Total
Counselor Membership	Dedicated Executive Counselor, 1 Onsite/Virtual Counselor visit, Unlimited Price Benchmarking, IT Vendor Negotiation Assistance for 2 contracts	1.00	\$46,901.76	\$4,572.92	\$42,328.84
Small Enterprise Advisory Membership	Unlimited analyst calls, full diagnostic access, 1 combined Contract Review / Price Benchmarking and Negotiation Engagement, 1 software selection engagement	2.00	\$35,224.18	\$3,434.36	\$31,789.82
Team Membership	Access to core research content - project blueprints, Info-Tech Academy, online Leadership training, software selection content, tools and templates library	4.00	\$14,932.00	\$1,455.88	\$13,476.12
Concierge Services	Over 20 high-impact, single-day consulting engagements designed to be delivered online or onsite	1.00	\$21,632.24	\$21,632.24	\$0.00
				Total Discounts:	\$31,095.40
				Total:	\$87,594.78

All items stated on this document are in USD.

For BOH approval July 2023

Exhibit 1-A03 to
SERVICE AGREEMENT C1900036 WITH INFO-TECH RESEARCH GROUP

Federal Supply Service Authorized Federal Supply Schedule Price List (GSA) - GS-35F-298GA
Payment Terms: Prompt payment terms 0%, Net 30 days

Unless otherwise stated, consulting and workshop engagements do not include travel and expenses, which will be charged in addition to the fees listed. Workshops purchased as part of membership expire without refund or credit at the end of the membership period covered by the purchase. Workshops purchased outside membership expire without refund or credit 1-year after purchase. Please work with your member services representative to select and schedule workshops prior to expiration.

Subject to applicable taxes. If your company is tax exempt, please provide a valid tax exemption certificate with the signed proposal. This Service Agreement is subject to the terms of the Federal Supply Schedule for Info-Tech, available online, including s 552.238-114 (Use of Federal Supply Schedule Contracts by Non-Federal Entities) of the GS-35F-298GA Contract Clause

Unless agreed to in writing, any customer terms, including purchase order terms and conditions, are of no force or effect. By signing this Service Agreement, you agree to pay the fees set out herein annually for the term indicated.

This proposal has a definite expiry date of July 30, 2023.

Please return this signed Service Agreement to Info-Tech by DocuSign, email eleenan@infotech.com or fax (1-519-432-2506). Please include PO if required. Thank you for your business!

The signature below affirms your commitment to pay for the services ordered in accordance with the terms of this Service Agreement and the GSA Approved Terms of Use.

If you are tax exempt, please provide tax exemption certificate.

Term Number	Invoice Date	Invoice Amount	Term Start Date	Term End Date	Notes
1	July 30, 2023	\$87,594.78	July 30, 2023	July 30, 2024	Year 1 of 3 Invoice upon signature
2	May 31, 2024	\$87,594.78	July 30, 2024	July 30, 2025	Year 2 of 3
3	May 31, 2025	\$87,594.78	July 30, 2025	July 30, 2026	Year 3 of 3

Name Fermin Leguen, MD, MPH

Signature By: _____

Title District Health Officer

Date _____

ATTACHMENT C-A03
HISTORICAL RECORD OF SERVICES PROVIDED
SERVICE DATES JULY 31, 2020 THROUGH JULY 30, 2023

SERVICE AGREEMENT WITH INFO-TECH RESEARCH GROUP

Service Start Date: 31/07/2020 || Service Agreement Length: 3-year

Program Contact: Jason Frame

Southern Nevada Health District

Product	Bundle Options	Description	Quantity	Subtotal	Discount	Total
UPGRADE: Leadership Membership to Counselor Membership		UPGRADE: Leadership Membership to Counselor Membership	1.00	\$11,486.15	\$11,486.15	\$0.00
Basic Bundle/ML (RO)	See below for your selected bundle products		1.00	\$40,775.82	\$7,943.82	\$32,832.00
	Leadership Membership	Leadership Membership	1.00			
	Team Seat	Includes Premium access to Industry and Technology coverage with Full Web Research Access	4.00			
	Advisory Membership	Premium access to Industry and Technology coverage, access to Subject matter experts, full access to diagnostics	1.00			
	Concierge Services	Concierge Services	1.00			
Total Discounts:						\$19,429.97
Total:						\$32,832.00

All items stated on this document are in USD.

ATTACHMENT C-A03
HISTORICAL RECORD OF SERVICES PROVIDED
SERVICE DATES JULY 31, 2020 THROUGH JULY 30, 2023

GSA # GS-35F-298GA

Prompt Payment: Net 30

GSA Eligible products payment terms: Payable within thirty (30) days of receipt of each Invoice

Unless otherwise stated, consulting and workshop engagements do not include travel and expenses, which will be charged in addition to the fees listed. Workshops purchased as part of membership expire without refund or credit at the end of the membership period covered by the purchase. Workshops purchased outside membership expire without refund or credit 1-year after purchase. Please work with your member services representative to select & schedule workshops prior to expiration.

Terms of Use are attached to Health District Agreement C1900036 as Attachment B, Terms of Use, and are expressly incorporated by reference herein. Unless agreed to in writing, any customer terms, including purchase order terms and conditions, are of no force or effect. By signing this Service Agreement, Health District agrees to pay the fees set out herein annually for the Subscription Terms indicated.

Please return this signed Service Agreement to Info-Tech by DocuSign, email knielson@infotech.com or fax (1-519-432-2506). Thank you for your business!

The signature below affirms Health District's commitment to pay for the services ordered in accordance with the terms of this Service Agreement and in accordance with Attachment B, Terms of Use, to Agreement C1900036.

3 Year Agreement Paid upfront (includes 5% multi-year discount):
(Each Term as detailed below constitutes a "Subscription Term")

Term 1 - July 31, 2020 - July 31, 2021

Amount: \$25,174.56 USD

*Note: a credit of \$7,657.44 has been applied from existing services for Term 1. Term 1 may be invoiced by Info-Tech upon execution of this Service Agreement.

Term 2 - July 31, 2021 - July 31, 2022

Amount: \$32,832 USD

Term 2 may be invoiced by Info-Tech up to thirty (30) days prior to July 31, 2021.

Term 3 - July 31, 2022 - July 31, 2023

Amount: \$32,832 USD

Term 3 may be invoiced by Info-Tech up to thirty (30) days prior to July 31, 2022.

Total Amount: \$90,838.56

Name Fermin Leguen, MD, MPH

Signature By: _____

Fermin Leguen

Digitally signed by Fermin Leguen
DN: cn=Fermin Leguen, o=Southern Nevada
Health District, ou=Administration, Executive
Office, email=leguen@snhd.org, c=US
Date: 2020.07.24 14:34:02 -0700

Title: Acting Chief Health Officer

Date: _____

ATTACHMENT D-A03

HISTORICAL RECORD OF SERVICES PROVIDED

Service Start Date: July 31, 2022 || Contract Length: 1-year
Contact:

Southern Nevada Health District

Product	Description	Quantity	Subtotal	Discount	Total
Advisory Membership	Unlimited analyst calls, full diagnostic access, 1 software selection engagement	1.00	\$24,600.00	\$6,100.00	\$18,500.00
				Total Discounts:	\$6,100.00
				Total:	\$18,500.00

All items stated on this document are in USD and is subject to applicable taxes

For BOH approval JULY 2023

HISTORICAL RECORD OF SERVICES PROVIDED

Payment terms: Payable on November 1st, 2022

Reference GSA Contract GSF-35F-298GA

Unless otherwise stated, consulting and workshop engagements do not include travel and expenses, which will be charged in addition to the fees listed. Workshops purchased as part of membership expire without refund or credit at the end of the membership period covered by the purchase. Workshops purchased outside membership expire without refund or credit 1-year after purchase. Please work with your member services representative to select and schedule workshops prior to expiration.

This Exhibit B-A02 is governed by the terms and conditions of Service Agreement with Info-Tech Research Group C1900036. In the event of any conflict between this Amendment A02, Exhibit B-A02 to Service Agreement with Info-Tech Research Group C1900036 inclusive of Amendment A01 (Existing Contract Documents"), the terms and provisions of the Existing Contract Documents shall control.

Please return this signed document to Info-Tech by DocuSign, email mchandrasedkaram@infotech.com or fax (1-519-432-2506). Please include PO if required. Thank you for your business!

The signature below affirms the Health District's commitment to pay for the services ordered in accordance with the terms of Service Agreement with Info Tech

Term Number	Invoice Date	Invoice Amount	Term Start Date	Term End Date	Notes
1	July 28, 2022	\$18,500	July 31, 2022	July 31, 2023	1 Additional Advisory seat at \$18,500.

Name Cortland Lohff, MD, MPH
 Title Chief Medical Officer

Signature By: _____
 **Signature authorized by Fermin Leguen, MD, MPH
 District Health Officer
 Date 07/29/2022

For BOH approval July 2023

HISTORICAL RECORD OF SERVICES PROVIDED FROM OCTOBER 28, 2018 THROUGH JULY 30, 2020

SERVICE AGREEMENT WITH INFO - TECH RESEARCH GROUP

Service Start Date **October 28th, 2018 - November 27th, 2019 (13 Months for the Price of 12 Months EOY Signing Incentive Offer)**
 Technical Contact: Jason Frame

Southern Nevada Health District

Advisory Membership	Quantity	Yearly Price
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Info-Tech Advisory Membership

Up to 10 Named Users

~~\$25,200 USD~~

- IT Management & Strategy
- Training & Development
- Project Execution Assistance
- Info-Tech Academy

2 Advisory Seats
 Unlimited Web & Advisory Access

• GSA Discount

Up to 6 Reference Seats
 Web-Access Only

\$22,972.30 USD

For a list of included features, see Info-Tech Services Outline on following pages

FOR BOH approval July 2023

Customer is a governmental tax-exempt entity and shall not be responsible for any taxes for any Service provided herein, whether federal, state or local, unless otherwise required by law. A valid tax exemption certificate is attached hereto as Attachment A and expressly incorporated by reference herein. Terms of use are attached hereto as Attachment B and expressly incorporated by reference herein. By signing this Service Agreement you agree to pay the fees set out herein annually for the term indicated above by the service start and end date (Initial Term), subject to an annual increase in the fee of 3%.

The separate Terms of Use accompanying this offer apply to the services, although they shall take effect after the date of the agreement and shall apply to any future change orders.

Select Membership Term:

TWO-YEAR TERM

THREE-YEAR TERM

Customer Name: Southern Nevada Health District

By: **Signature Redacted**

Andrew J. Glass, FACHE, MS

Title: Director of Administration

Date: 10/25/18

Please return this signed Service Agreement to Info-Tech by DocuSign, email: efont@infotech.com or fax (1-519-432-2506). Please include PO if required.

Thank you for your business!

HISTORICAL RECORD OF SERVICES PROVIDED FROM OCTOBER 28, 2018 THROUGH JULY 30, 2020

Advisory Seat Access

Systematically Improve IT

Dedicated Account Manager & Executive Advisor Engage in quarterly progress calls with your dedicated Account Manager and Executive Advisor to create real improvements over your membership.

Key Initiative Plans

1. Conduct a portfolio of programs that are specifically designed with key initiatives that members have found to make the most significant impact for individuals in the role.

- 2. Identify and evaluate current IT programs
- 3. Identify and evaluate current IT programs
- 4. Identify and evaluate current IT programs
- 5. Identify and evaluate current IT programs

Core IT Processes

Diagnostics Programs

1. In-depth diagnostics are an automated way to assess crucial data, turn it into actionable insights, and empower your stakeholders.

- 1. End User Satisfaction
- 2. IT Security Program
- 3. Application Portfolio Assessment
- 4. Project Portfolio Assessment

IT Strategy

Data-Driven IT Strategy

These data-driven programs collect data from you and your stakeholders to build powerful reports that help you and your management make strategic decisions

- 1. IT Alignment
- 2. Business Vision
- 3. Management & Governance
- 4. IT Staffing Assessment

Technology Projects

Guided Implementations

Jointed phone calls to our subject matter experts to guide you through your most challenging technology projects

Contract Review

Our analyst team reviews your most important technology contracts to identify ways to save you money and correct vendor standard terms and conditions

IT Leadership Team

IT Engagement Survey

A high-frequency, low-effort, one-question IT employee engagement survey to measure and improve staff engagement levels

FOR BOH approval July 2020

HISTORICAL RECORD OF SERVICES PROVIDED FROM OCTOBER 28, 2018 THROUGH JULY 30, 2020

Reference Seat Access

Technology Projects

Role-Based Research 300+ instructional blueprints for effectively executing IT projects for the 8 main roles in IT:

- CIO
- Project & PPM
- Applications
- Data & BI
- Infrastructure
- Enterprise Architecture
- Security
- Vendor Management

Technology Selection & 25+ handbooks for navigating the most challenging technology evaluation and

Implementation Research implementation process

Tools & Templates 1,000+ IT tool webinars and ready-made templates for on-the-go work and research

Job Demand 150+ recent posts of job descriptions, analysis, and more

Webinars 100+ latest IT news and analysis in video format and publications

Infographics More than 100 highly visual summaries of our research, meant to be easy to read, share, and quick sharing with peers

Trends & Predictions Weekly articles from world-renowned IT thought leaders to provide you with need-to-know information that will position you as a forward thinker among industry peers

Core IT Processes

IT Management & Governance Framework 45 comprehensive, connected methodologies for improving and optimizing core IT processes

IT Leadership Team

Info-Tech Academy Access to our online learning management platform with 100+ hours of video content, 60+ quizzes, and 9 certification programs

Talent & Leadership Research 20+ best practice training materials to help leaders attract, hire, and develop talent, as well as retain and engage their teams

Job Description Bank 150+ detailed IT job description templates that will save time and effectively communicate the role

IT Policy Library An extensive collection of 100+ IT policy templates to expedite authoring and ensure proper risk mitigation

For BOH approval July 2023