



**GUILFORD COUNTY CONTRACT NO. 90004025**

**Addendum No. 1  
Parent Contract No.**

**THIS CONTRACT AMENDMENT** is hereby made, entered into, and effective as of January 5, 2024, by and between GUILFORD COUNTY on behalf of its Department of Health and Human Services - Division of Public Health, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "COUNTY," and SAS INSTITUTE INC, hereinafter referred to as the "CONTRACTOR," and also collectively referred to as the "Parties."

**W I T N E S S E T H:**

**WHEREAS**, the Parties entered into a CONTRACT on April 30, 2022, whereby the CONTRACTOR agreed to provide the following goods and/or service(s) to the COUNTY: Public Health Data Modernization Project License Period 1 for Phase I: Implementation of Technical Environment and Training and affiliated Consulting Services and Hosted Managed Services including key activities in support of Customer's analytic and reporting needs.

**WHEREAS**, the initial Contract may be revised or modified with a written Contract executed by both Parties; and,

**WHEREAS**, the Parties now wish to modify the terms of the Contract; and,

**NOW, THEREFORE**, the Parties mutually agree that, as of the effective date of this Contract, the following changes are hereby made to the initial Contract as follows:

**CHANGES:**

Additional consulting services directed towards Communicable Disease Reporting and Consulting Workshop for Additional Requirements as referenced by Attachment A. The financial exposure to the County will not exceed \$336,870.00 from \$196,870.00 an increase of \$140,000.00. Payment will be made only from budgeted funds in accordance with N.C. Gen. Stat. Chapter 159.

**JURISDICTION.** The Parties agree that this Contract is subject to the jurisdiction and laws of the State of North Carolina. The CONTRACTOR will comply with bid restrictions, if any, and applicable laws, including N.C.G.S. §143-129(j) regarding E-Verify. Any controversies arising out of this Contract shall be governed by and construed in accordance with the laws of the State of North Carolina.

**PRIOR AGREEMENTS.** All other provisions of the initial Contract and subsequent modifications and revisions, are hereby ratified and shall continue in full force and effect without change, unless and until revised upon mutual written Agreement of the Parties, or terminated as provided herein.

(The remainder of this page is intentionally left blank.  
This Contract continues with signatures on the following page.)

WITNESS the following signatures and seals all pursuant to authority duly granted, effective as of the day and year first above written.

**GUILFORD COUNTY**On behalf of its  
**Department of Health and Human Services -**  
**Division of Public Health**

ATTEST:

\_\_\_\_\_  
Victor Isler  
Assistant Guilford County Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robin B. Keller  
Guilford County Clerk to Board

\_\_\_\_\_  
Date

**SAS INSTITUTE INC**

ATTEST:

\_\_\_\_\_  
Date

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Date

Witness

Print Name: \_\_\_\_\_

This instrument has been preaudited in the manner  
required by the Local Government Budget and  
Fiscal Control Act.

\_\_\_\_\_  
Donald Warn  
Guilford County Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Iulia Vann  
Guilford County Department Director / Designee



**Amendment 1**  
("Amendment")  
**Order Form**  
2021-000112

SAS Institute Inc. ("SAS") World Headquarters SAS Campus Drive Cary, North Carolina 27513 Tel: (919) 677 8000 • Fax: (919) 677 4444 <a href="http://www.sas.com">http://www.sas.com</a>	Customer: Gilford County NC	
	Address: 1203 Maple St. Greensboro, NC 27405	
	Taxpayer ID/VAT/GST Number:	Currency: USD

SAS and Customer agree to modify the Order Form referenced above as follows:

1. The parties add the following Section to the Order Form:

**Consulting Services – Time & Materials**

**Description of Consulting Services:** SAS will provide Consulting Services directed towards:

**Communicable Disease Reporting**

- Prepare integrated data sources for use in communicable disease reporting template and annual communicable disease report.
- Adapt the communicable disease reporting template to align with Guilford County's communicable disease data, existing workflows, and analytic needs.
- Confirm report requirements with Customer staff to understand existing communicable disease-related workflows and analytic needs. Gather details on the structure and content of existing annual reports.
- Prepare a list of detailed requirements for Customer review and approval before beginning development work.
- Replicate the existing annual report for communicable diseases in the existing HMS System.
  - Assist Customer with a one-time load of Guilford County copies of county population counts (source = US Census) and count birth counts (source = Guilford County Vital Records).
  - Provide documentation and knowledge transfer to Customer to enable them to perform annual refreshes of population and birth counts independently.
- Create processes to automate weekly data refreshes to the communicable disease reports.
- Create processes to automate annual data refresh to the annual communicable disease report.
- Facilitate iterative development sessions to update Customer on development progress, clarify questions, and monitor timelines.
- Perform quality assurance to validate development work for production-level use.
- Facilitate user acceptance testing (UAT) of completed communicable disease reports and annual communicable diseases report in HMS System; obtain Customer sign-off for completed reports' use in a production environment.
- Conduct knowledge transfer sessions to train Customer staff on the use of the completed communicable disease reports and annual communicable disease report in HMS System.

**Consulting Workshop for Additional Requirements**

- Identifying SAS and Guilford County key stakeholders:
  - Executive sponsor(s)
  - Subject matter experts
  - Capability beneficiaries

- Data stewards
- Customer and SAS data science delegates
- 
- Selecting an appropriate engagement format (in-person/virtual/SAS hosted)
- Scheduling and completing the individual or small group conversations meeting
- Finalizing a statement-of-value for the analytic effort under consideration
- Collecting prioritized capabilities to be delivered by the analytic effort
- Organization of collected capabilities into individual initiatives, each lasting approximately one calendar quarter in duration.
- Delivery and approval of a high-level roadmap\* of how the initiatives should be incorporated to bring value and recommendations on staff and data readiness (document and presentation).

**Hourly Rate:**

Role	Title	Billable Hours	Hourly Rate
<b>ETL/Comm Disease Report</b>			
<b>Adjustments to ETL Process</b>	Technical Consultant	60	170.97
<b>AAL Lead</b>	Sr. Analytical Consultant	60	335.14
<b>AAL</b>	Analytical Consultant	84	209.73
<b>QA</b>	Sr. Technical Consultant	54	283.63
<b>PM</b>	Sr. Implementation Project Manager	96	308.81
<b>Consulting Workshop - Maternal Health</b>			
<b>AAL</b>	Sr. Analytical Consultant	60	209.73
<b>ETL</b>	Sr. Technical Consultant	84	170.97
<b>PM</b>	Sr. Implementation Project Manager	36	308.81

Prioritization will occur as part of the requirements documentation and scoping to focus efforts deemed critical and high value within the available budget. Lesser priority items discovered during requirements may require additional budget.

**Customer Budget:** \$140,000 (solely with respect to these time and materials services)

2. Except as set forth in this Amendment, all terms of the Order Form remain in effect. This Amendment is the complete and exclusive statement of the parties relating to its subject. Only a written amendment signed by both parties can modify this Amendment.

Accepted By:

**Customer**

Authorized Signature: \_\_\_\_\_  
 Name: Victor Isler  
 Title: Assistant Guilford County Manager  
 Date:

**SAS**

Authorized Signature: \_\_\_\_\_  
 Name:  
 Title:  
 Date:

LGL5778

*Last Revised: 05JAN2022*