



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: April 16, 2024

* = Mandatory, information must be provided

or Procurement Director Award: []

*Contractor/Vendor Name/Grantor (DBA):

Pause for Change LLC

*Project Title/Description:

Public Schools Task Force Group

*Purpose:

The need for education about electronic nicotine devices remains an ongoing concern as the 2022 National Youth Tobacco Survey found that more than 3 million U.S. middle and high school students reported current (past 30 days) use of e-cigarettes in 2022.

This contract with Pause for Change LLC is to provide consulting services to assist with vape prevention in Pima County schools. Pause for Change LLC works with the Pima County Tobacco Prevention team to facilitate and schedule task force group meetings, coordinate with schools and school partners, and identify vape prevention priorities.

Amendment #3 extends the term for an additional year and modifies tasks in the Scope of Work, such as scheduling monthly Task Force Group meetings and follow-up, conducting various trainings, and creating various reports. No funding is added with this Amendment.

*Procurement Method:

Direct Select Per Board of Supervisors Policy D29.6.III.C.

*Program Goals/Predicted Outcomes:

One of the goals for the Pima County Public Schools Task Force Group project is to gain a better understanding of the obstacles school districts continue to face regarding vape prevention, as well as to create meaningful solutions for addressing identified needs.

*Public Benefit:

The need for education about electronic nicotine devices continues to increase and remains an ongoing concern as the 2022 National Youth Tobacco Survey found that more than 3 million U.S. middle and high school students reported current (past 30 days) use of e-cigarettes in 2022.

*Metrics Available to Measure Performance:

The deliverables and metrics for this project are listed in Exhibit A.

*Retroactive:

No.

TO: COB 4-2-24(1)
Vers: 15
Pg: 6

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
Expense Amount \$ _____* Revenue Amount: \$ _____

*Funding Source(s) required: _____
Funding from General Fund? Yes No If Yes \$ _____ % _____
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient? _____
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CT Department Code: HD Contract Number (i.e., 15-123): 21-336
Amendment No.: 03 AMS Version No.: 15
Commencement Date: 04/21/2024 New Termination Date: 04/20/25
Prior Contract No. (Synergen/CMS): N/A
Expense Revenue Increase Decrease Amount This Amendment: \$ 0.00

Is there revenue included? Yes No If Yes \$ _____
*Funding Source(s) required: State tobacco funds from Prop 200 received via grant CTR55422, Healthy People Healthy Communities from ADHS.
Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Amendment Number: _____
Match Amount: \$ _____ Revenue Amount: \$ _____

*All Funding Source(s) required: _____
*Match funding from General Fund? Yes No If Yes \$ _____ % _____
*Match funding from other sources? Yes No If Yes \$ _____ % _____
*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Sharon Grant Telephone: 724-7842
Department: Health
Department Director Signature: _____ Date: 3-25-24
Deputy County Administrator Signature: _____ Date: 29 Mar 24
County Administrator Signature: _____ Date: 3/30/24

Pima County Department of Health

Project: Public Schools Task Force Group

Contractor: Pause for Change LLC
2100 E. Speedway Blvd, Unit 40762
Tucson, AZ 85719

Contract No.: CT-HD-21-336

Contract Amendment No.: 03

Orig. Contract Term:	04/21/2021 - 04/20/2022	Orig. Amount:	\$ 80,000.00
Termination Date Prior Amendment:	04/20/2024	Prior Amendments Amount:	\$ 80,000.00
Termination Date This Amendment:	04/20/2025	This Amendment Amount:	\$ 0.00
		Revised Total Amount:	\$160,000.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. Background and Purpose.

1.1. Background. On April 21, 2021, County and Contractor entered into the above referenced agreement to provide consulting services related to the Public Schools Task Force Group.

1.2. Purpose. County requires to extend the contract for one year and add additional tasks to the Scope of Work.

2. Term. The County is exercising the third extension option to renew the contract for one additional year commencing on April 21, 2024 and terminating on April 20, 2025. If the commencement date is before the Effective Date of this amendment, the parties will, for all purposes, deem the amendment to have been in effect as of the commencement date.

3. Scope of Services. The parties have added a Scope of Services for the extension period as described in the attached **Exhibit A.3** (3 pages).

4. Maximum Payment Amount. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$160,000.00. Exhibit B.2 is replaced by the attached **Exhibit B.3** (1 page).

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

Chair, Board of Supervisors

Date

CONTRACTOR

Heather Hiscox

Authorized Officer Signature

Heather Hiscox, Founder and CEO

Printed Name and Title

March 12, 2024

Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

[Signature]

Deputy County Attorney

Jonathan Pinkney

Print DCA Name

3/19/24

Date

APPROVED AS TO CONTENT

[Signature]

Department Representative

3-25-24

Date

Exhibit A.2 Scope of Services

(3 pages)

April 21, 2024 – April 20, 2025

It is recognized that school operations in the 2024 – 2025 school year may be fluid due to staffing shortages and other unforeseen circumstances. Additional adjustments to the planned calendar may be required. Time estimates for each deliverable are estimations and may be adjusted as needed.

Deliverable A: Re-engagement Meeting with PCHD Tobacco Prevention Team (3 hours)

- Conduct a two-hour meeting with new Pima County Health Department (PCHD) Tobacco Prevention Team members which will provide an overview of past year's progress and reporting and outline framework for re-engagement efforts with new team members.
- Create a meeting report at the conclusion of the meeting.

Deliverable B: Stakeholder Interviews (40 hours)

- Conduct one-on-one interviews with new stakeholders to learn about their perspectives, needs, obstacles and more related to vaping in schools.
- Interviews will be conducted with each of the Task Force Group (TFG) representatives and new community members from within the participating districts.
- Compile a detailed analysis and report that contains key themes from the interviews and recommendations for next steps.

Deliverable C: Community Partner Re-engagement (47 hours)

- Interview individuals selected by representatives of each of the participating school districts. Learning from these interviews will be integrated into the coaching sessions provided to each school district to support the work of the school districts in addressing vaping prevention efforts.
- Host a minimum of one event for community organizations that are interviewed and engaged in the work in each district.
- Share learning of the Task Force Group (TFG) with community partners, including an overview of barriers to prevention efforts and brainstormed solutions to overcoming identified barriers.

Deliverable D: New Task Force Group (TFG) Member Recruitment (25 hours)

- Continue to partner with Pima County School Superintendent's Office staff and school districts' administration to identify new representatives from each County school district where there are gaps to expand the TFG member capacity and representation.

Deliverable E: Monthly TFG Meetings and Follow-Up (60 hours)

- Continue to lead 1.5-hour meetings with the TFG on a bi-monthly basis.
- Objectives of the meetings include team building, discussion of experimental data, outcomes, insights, and other feedback related to vaping in schools.
- Conduct attendee evaluation at the end of each meeting.
- Develop a report of meeting notes and feedback following meetings.
- Connect with PCHD between TFG meetings to debrief and prepare for next meetings.

- Provide one coaching call with PCHD between TFG meetings to offer support and address obstacles.

Deliverable F: Refine and Update Action Plan Priorities (25 hours)

- Review all learning from meetings to identify potential solutions.
- Design rapid experiments based on knowledge gathered.
- Craft a timeline for solution-testing, including assigning roles.
- Compile potential solutions and timeline into an action plan that can be implemented in each of the participating school districts.

Deliverable G: Workforce Development and Resource Awareness Training (150 hours)

- Each participating school district will receive individual and customized coaching and technical assistance to address issues related to implementing TFG activities.
- Provide monthly report on tobacco prevention action plan activities in schools for corresponding school district administration.
- Facilitate a meeting with new district appointed representatives to familiarize them with the overarching framework of the TFG and vaping prevention education. New engagement with new district representatives will increase and sustain future efforts of the TFG.
- Partner with the American Lung Association to provide a series of workshops, presentations, or webinars that address areas of need identified by the TFG interviews.
- Work with the American Lung Association to deliver customized education and technical assistance for representatives to implement tobacco prevention efforts in their respective school districts and communities.

Deliverable H: School Resource Officer (SRO) Engagement and Resource Awareness Training (25 Hours)

- Work with the PCHD Tobacco Prevention Team to research and map school district SRO staff, resources, and training guidelines for Pima County.
- Re-engage and interview school district SRO staff. The learning from these interviews will be integrated into SRO trainings and coaching sessions provided to each school district to support the work in addressing vaping prevention efforts.
- Partner with the American Lung Association to conduct a minimum of two 1.5 hour vape prevention awareness and resource trainings for school district SROs in Pima County.
- Compile a detailed analysis and report that contains key themes from the interviews and recommendations for next steps.

Deliverable I: Establish a Training for Vape Paraphernalia Device Collection (70 hours)

- Work with the PCHD Tobacco Prevention Team to conduct research and establish set guidelines and recommendations for school site vape paraphernalia collection and disposal.
- Partner with the American Cancer Society and other local environment service organizations to conduct a minimum of two 1.5 hour vape collection and disposal awareness and resource trainings for school districts and stakeholders in Pima County.
- Identify partners from the school, businesses, and government organization sectors to participate in vape paraphernalia device collection process and trainings.
- Work with the PCHD Tobacco Prevention Team and AZ Attorney General Office to develop an awareness campaign for vape paraphernalia collection.

Deliverable J: Establish a Data Tracking System Report (20 hours)

- Work with schools to establish a method to track district code of conduct policy, school staff prevention training, vape paraphernalia collection, diversion/cessation referral and incident reporting.
- Assist the PCHD Tobacco Prevention Team with the data collection process from schools for reporting purposes.
- Draft a data tracking report and share report updates regarding vape collection trends with the Superintendent's Office, TFG members and school districts.

Deliverable K: Annual Report and Evaluation (35 hours)

- Create an annual report that details all learning from the TFG meetings and evaluates actions taken by the TFG.
- Evaluation will include, but is not limited to, tracking the number of meeting attendees, implementation of the TFG action plan, and determining whether actions taken by the TFG resulted in changes in vaping knowledge, attitudes, and behaviors.
- The report will be a shared document that will serve the needs of PCHD, TFG, and the community stakeholders.
- Report customization will be provided as needed to ensure the document supports sustainability efforts for the group moving forward.

Exhibit B.3 Rates

(1 page)

April 21, 2024 – April 20, 2025

Payment shall be made according to the following schedule. Contractor will invoice County within 30 days of completion of each of these deliverables. County will pay the invoice within 30 days of receipt of the invoice.

Deliverable	2024 – 2025 Cost
Deliverable A: Re-engagement Meeting with PCHD Tobacco Prevention Team	\$480
Deliverable B: Stakeholder Interviews	\$ 6,400
Deliverable C: Community Partner Re-engagement	\$ 7,520
Deliverable D: New Task Force Group (TFG) Member Recruitment	\$ 4,000
Deliverable E: Monthly TFG Meetings and Follow-Up	\$ 9,600
Deliverable F: Refine and Update Action Plan Priorities	\$ 4,000
Deliverable G: Workforce Development and Resource Awareness Training	\$24,000
Deliverable H: School Resource Officer Engagement and Resource Awareness Training	\$ 4,000
Deliverable I: Establish a Training for Vape Paraphernalia Device Collection Training	\$ 11,200
Deliverable J: Establish a Data Tracking System Report	\$ 3,200
Deliverable K: Annual Report and Evaluation	\$ 5,600
Total	\$80,000

Note: There is sufficient funding remaining in the contract from the first three years to cover the anticipated cost of Year 4. Therefore, no additional funding is being added with this amendment.