



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\*

Award Type:	Agenda Item
Is a Board Meeting Date Requested?	Yes
Requested Board Meeting Date:	01/06/2026
Project Title / Description:	Substance Use Prevention & Response Interventions

Agenda Item Report

Introduction / Background:	Pursuant to Pima County Procurement Code 11.12.020, Competitive sealed proposals, Solicitation No. RFP-PCHD-2025-100 was conducted to distribute opioid settlement funds. A combined total of thirty-eight (38) proposals were received across five strategic areas. The highest scoring proposals within each strategic area were selected for recommendation of award. This Memorandum of Understanding (MOU) award is being granted to the Pima County Department of Justice Services for Strategy Area 2: Peer Navigation Support.
Discussion:	The Pima County Health Department conducted a solicitation to award funding under the One Arizona Distribution of Opioid Settlement Funds Agreement for Substance Use Prevention & Response Interventions. An independent evaluation panel awarded the Pima County Department of Justice Services \$626,470.00 to expand Transition Center operations. This funding will support the hiring of four additional Justice Navigators and one Justice Coordinator, enabling the Transition Center to operate seven days a week from 8 a.m. to midnight. Additionally, two contracted peers from a community treatment provider will support community outreach and the co-responder program.
Conclusion:	Through a competitive process, Pima County Department of Justice Services was awarded funding to expand the availability and accessibility of individuals with lived experience in the justice system.
Recommendation:	Acknowledgment of MOU with Pima County Department of Justice Services. This MOU is for an initial term of January 6, 2026, to January 5, 2027, with \$626,470.00 in funding and includes two one-year renewal options.
Fiscal Impact:	N/A
Support of Prosperity Initiative:	2. Improve Quality of Life and Opportunity in High Poverty Areas

Provide information that explains how this activity supports the	Funding of this project supports the Prosperity Initiative on improving the quality of life for Pima County residents by increasing funds for and access to resources and
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**selected Prosperity Initiative**

services focused on peer navigation support.

**Board of Supervisor District:**

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**Department:**

Health

**Name:**

Christina Drennan

**Telephone:**

5207247614

Department Director Signature: \_\_\_\_\_



Date: \_\_\_\_\_

12/22/25

Deputy County Administrator Signature: \_\_\_\_\_



Date: \_\_\_\_\_

12/28/2025

County Administrator Signature: \_\_\_\_\_



Date: \_\_\_\_\_

12/23/2025

## MEMORANDUM OF UNDERSTANDING

### 1. **Parties and Background.**

- 1.1. **Parties.** This Memorandum of Understanding (“MOU”) is between Pima County, a body politic and corporate of the State of Arizona (“County”), and the Pima County Department of Justice Services Department (“Department”), a Pima County department.
- 1.2. **Authority.** County selected Department pursuant to and consistent with Board of Supervisors Policy D29.7 and County’s Procurement Code 11.12.020 Competitive sealed proposals.
- 1.3. **Solicitation.** County previously issued Solicitation No. RFP-PCHD-2025-100 Substance Use Prevention & Response Interventions for certain services (the “Solicitation”). Requirements and specifications contained in the Solicitation, all documents included in the Solicitation, and any information and documentation submitted by Department in response to the Solicitation, are incorporated into this MOU by reference.
- 1.4. **Department’s Response.** Department submitted the most advantageous response to the Solicitation.

### 2. **Term.**

- 2.1. Initial Term. The term of this MOU commences on January 6, 2026, and will terminate on January 5, 2027 (“Initial Term”). “Term,” when used in this MOU, means the Initial Term plus any exercised extension options under Section 2.2. If the commencement date of the Initial Term is before the signature date of the last party to execute this MOU, the parties will, for all purposes, deem the MOU to have been in effect as of the commencement date.
- 2.2. Extension Options. County may renew this MOU for up to two (2) additional periods of up to 1 year each (each an “Extension Option”). An Extension Option will be effective only upon execution by the Parties of a formal written amendment.

### 3. **Scope of Services.**

Department will provide County with the services described in Exhibit A (3 pages), at the dates and times described on Exhibit A or, if Exhibit A contains no dates or time frames, then upon demand. The Services must comply with all requirements and specifications in the Solicitation.

### 4. **Compensation and Payment.**

- 4.1. **Rates; Adjustment.** County will pay Department at the rates set forth in **Exhibit B** (1 page). Those rates will remain in effect during an Extension Option period unless Department, at least 90 days before the end of the then-existing Term, or at the time the County informs Department that the County intends to extend the Term, if that is


earlier, notifies County in writing of any adjustments to those rates, and the reasons for the adjustments.

- 4.2. Maximum Payment Amount. County's total payments to Department under this MOU, including any sales taxes, may not exceed \$626,470.00 (the "NTE Amount"). The NTE Amount can only be changed by a formal written amendment executed by the Parties. Department is not required to provide any services, payment for which will cause the County's total payments under this MOU to exceed the NTE Amount; if Department does so, it is at the Department's own risk.
- 4.3. Timing of Invoices. Department will invoice County on a monthly basis unless a different billing period is set forth in **Exhibit B**.
- 4.4. Content of Invoices. Department will include detailed documentation in support of its invoices and assign each amount billed to an appropriate line item.
5. **Entire Agreement.** This document constitutes the entire agreement between the parties pertaining to the subject matter it addresses, and this MOU supersedes all prior or contemporaneous agreements and understandings, oral or written.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

This agreement will become effective when all parties have signed it. The effective date of the agreement will be the date this agreement is signed by the last party (as indicated by the date associated with that party's signature).

**PIMA COUNTY**

  
\_\_\_\_\_  
Authorized Officer Signature

Theresa Cullen, Health Director  
Printed Name and Title

12/19/25  
Date

**PIMA COUNTY DEPARTMENT OF  
JUSTICE SERVICES**

  
\_\_\_\_\_  
Authorized Officer Signature

Kate Vesely, Director of Justice Services  
Printed Name and Title

December 12, 2025  
Date

## Exhibit A (3 Pages)

### Scope of Services

#### OBJECTIVE

The Pima County Department of Justice Services (PCJS) will expand the availability and accessibility of individuals with lived experience in the justice system (and a personal history with substance dependency) to those who are currently struggling with behavioral health issues and the cycle of incarceration. This will include hiring four additional Justice Navigators and one Justice Coordinator to expand Transition Center (TC) operations to a seven-day-a-week operation (8 am to midnight), as well as two contracted peers with a community treatment provider that will support community outreach and the co-responder program.

#### TASKS

PCJS will perform the activities outlined below:

Activity #1
<p>The Pima County Department of Justice Services will dramatically expand the availability and accessibility of individuals with lived experience in the justice system (and a personal history with substance dependency) to those who are currently struggling with behavioral health issues and the cycle of incarceration. This will include hiring four additional Justice Navigators and one Justice Coordinator, to expand Transition Center operations to seven days a week operation (8 am to midnight), as well as two contracted peers with a community treatment provider that will support community outreach and the co-responder program.</p> <p>All of Pima County will be serviced by peer navigators. Focus will be given to the areas with disproportionately high rates of opioid misuse, overdose and barriers to recovery, particularly 85713, where the Transition center is located. Individuals living in the areas identified as having higher rates of overdose and usage, often face barriers and complex challenges including; unstable housing, continued justice involvement, stigma toward SUD and mental illness and logistical barriers due to transportation, insurance and access to phones. Pima County Justice Services is dedicated to addressing the challenges of substance use in our community to stop the cycle of involvement in the justice system. The TC operates on a no wrong door policy. Individuals can walk in off the street and be offered assistance and referrals to care, offering a gateway to success for those impacted by substance use in the local community.</p>
Metrics
<ul style="list-style-type: none"><li>• Reduction in jail rebookings within 30 days</li><li>• Reduction in new criminal charges within 6 months</li><li>• Reduction in law enforcement contacts</li><li>• Total number of individuals served, with full demographic</li><li>• Number of interactions per participant</li><li>• Geographic distribution of participants by ZIP code and Census tract</li><li>• Geographic distribution of service locations</li><li>• Setting of interaction (e.g., jail, hospital, community, healthcare, etc.)</li><li>• Number of successful referrals to behavioral health, housing, and medical services</li><li>• Number of follow-up contacts at 7, 30, and 90 days</li><li>• Number of referrals to medications for opioid use disorder (MOUD)</li><li>• Percentage of MOUD referrals that result in successful induction</li><li>• Percentage of peer staff completing onboarding and training requirements</li></ul>

All data will be collected and monitored using a secure interaction tracking system used across Justice Services programs, allowing for standardization and easy cross-program comparison. Whenever possible, data will be disaggregated by race, ethnicity, gender identity, housing status, and referral source to identify disparities and opportunities for targeted improvements.	
Tasks	Timeframe
Hire Justice Services Peer Navigators and Justice Coordinator	60 days, the positions will be posted within 10 days of award acceptance and the process to hire will begin as soon as the requirements of the county are met for hiring staff
Promote updated hours and additional service offerings to partners and community. Justice Services will work with the communications department to have information available for dissemination to partners, community members and individuals who can benefit from the program.	Within 30 days of completion of hiring and staff training, the Transition Center will launch 7 days-a-week operations
Certify Peer Navigators for AHCCCS and update the standard operating procedures	At hiring, or navigator will complete certification within 30 days of hire
Purchase Supplies	Within 30 days of program launch
Attend conferences on best practices and use of evidence based/data driven information to improve peer navigators skills when working with individuals reentry from the justice system, especially those with substance use disorder	Throughout program duration

## REQUIREMENTS

PCJS shall comply with the following requirements as a condition of funding:

- Materials Review and Approval
  - All training, outreach, or educational materials developed for this project must be submitted to the Pima County Health Department (PCHD) for review and approval prior to dissemination or implementation.
  - Any materials containing Pima County branding (logo, name, or visual identity) must also be submitted for pre-approval by PCHD.
- Client Confidentiality
  - PCJS must maintain client confidentiality in accordance with all applicable federal and state laws, including but not limited to HIPAA and 42 CFR Part 2, as related to medical, behavioral health, and substance use treatment information.
- Working with Minors
  - Any staff member with direct access to minors must:
    - Obtain and maintain an Arizona Department of Public Safety Level 1 Fingerprint Clearance Card.
    - Complete a background check prior to engaging in any project activities involving youth.

- Evaluation Requirements
  - Prior to implementing program activities, PCJS shall collaborate with PCHD to develop a comprehensive evaluation plan that includes:
    - Key implementation metrics
    - Intended short-term outcomes
    - Clearly defined outcome measures
    - Validated tools and methods for assessing outcomes
    - A process for identifying and applying continuous quality improvement strategies
    - PCHD reserves the right to adjust evaluation and data collection requirements with at least 30 days written notice.

## **DELIVERABLES**

PCJS shall comply with the following deliverables as a condition of funding:

- Reporting
  - PCJS shall submit quarterly reports that include:
    - A narrative summary of project activities during the reporting period
    - Descriptions of accomplishments (including success stories) and challenges
    - Updates on staffing, including any changes
    - A current budget summary, with explanation of over- or under-spending
    - Evaluation metrics as outlined in the approved evaluation plan

Reports must be submitted electronically via an online platform designated by PCHD (e.g., Survey123, REDCap) or via a PCHD-provided template. Additional reporting requirements may be specified and must be fulfilled as requested.
- Invoicing
  - Monthly invoices for reimbursement of approved costs must be submitted by the 15th of the following month.
  - All invoices must include supporting documentation for each expense claimed.
- Meetings and Site Visits
  - PCJS must participate in a minimum of one (1) monthly meeting with PCHD staff to discuss and present on program progress and implementation.
  - PCJS shall accommodate at least one (1) in-person site visits annually, to be scheduled in coordination with PCHD.



**Exhibit B (1 Page)**  
**Rates**

The following categories and associated costs represent the fees to be invoiced for reimbursement under the One Arizona Distribution of Opioid Settlement Funds Agreement. All listed expenses shall be consistent with the agreement's allowable expenditure guidelines and support the delivery of services and outreach to the underserved communities, including non-Medicaid reimbursable intervention and treatment activities.

Category	Total
Salary	\$285,000.00
Fringe Benefits	\$99,750.00
Travel	\$6,620.00
Supplies	\$34,600.00
Contractual Services	\$200,000.00
Other	\$500.00
<b>Total Direct Charges</b>	<b>\$626,470.00</b>
Indirect Charges at 10% de minimis rate	\$0.00
<b>Total Project Cost</b>	<b>\$626,470.00</b>

One Arizona Distribution of Opioid Settlement Funds Agreement allowable expenditures and expenditure prohibitions:

- Funding must be utilized for service and outreach to underserved communities.
- Support for non-Medicaid reimbursable intervention and treatment services including wrap-around services. Funding may support added costs related to services provision to remote areas that are not Medicaid reimbursable.
- Funding for mobile facility equipment (folding canopies, folding tables) is allowable.
- Funding for increased access to underserved or hard to reach populations by addressing geographical and economic barriers, especially where a lack of infrastructure (Wi-Fi, cell phone access, vehicles) exists.
- Funding **may not** be used to purchase vehicles.
- Funding **may not** be used for capital expenses, capital improvements, or capital equipment greater than \$5,000.

**VARIANCE OR REPROGRAMMING**

Any reallocation of funds resulting in a budget variance greater than 20% of the total budget will be submitted to the Pima County Health Director for review and approval prior to implementation.