



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: April 5, 2022

* = 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:**

This project seeks to streamline vape prevention efforts in Pima County schools through a Pima County Task Force Group. A community assessment post pandemic will be conducted to help guide the task force group's efforts in youth vaping prevention. Pause for Change LLC works with the Pima County Tobacco Prevention team to facilitate and schedule task force group meetings, coordinate with schools, and identify vape prevention priorities.

***Procurement Method:**

Direct Select per Board of Supervisors Policy 29.6, III-C

***Program Goals/Predicted Outcomes:**

The goal for the Pima County Public Schools Task Force Group project is to gain a better understanding of the obstacles school districts are facing regarding vaping prevention as well as to create meaningful solutions for addressing the identified needs. Stakeholder interviews with task force group representatives, school staff and community members from within the participating districts will be renewed. The identified needs will be compiled into a report which will continue to drive the initial task force group meetings and the development of an action plan. The group will continue to meet as they are able to work on activities outlined in the action plan. Workforce development, technical assistance, and coaching will be provided by Pause for Change to help ensure action plan items are completed successfully. A final report and evaluation will be completed at the end of the project to guide future efforts.

***Public Benefit:**

The need for electronic nicotine device education continues to increase and remains an ongoing concern as the 2021 National Youth Tobacco Survey found that more than two million U.S. middle school and high school students reported current (past 30 day) use of e-cigarettes in 2021. The 2018 Arizona Youth Survey indicated that 17% of 8th graders, 45% of 10th graders, and 47% of 12th graders in Pima County have used e-cigarettes one or more times in their lifetime. For 10th and 12th graders, this represents an increase from 2016. The Pima County Public Schools Task Force Group project will allow for school district representatives and partners to receive workforce development training related to tobacco and vaping and, more importantly, develop an action plan for addressing vaping among youth. The goal is to reach at least 40% of Pima County public schools through this effort.

***Metrics Available to Measure Performance:**

The deliverables and metrics for this project are listed in Exhibit A.1.

***Retroactive:**

No.

TO: COB 3-23-22 (1)
VERS: 5
PGS: 6

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.: 01 AMS Version No.: 05

Commencement Date: 04/21/2022 New Termination Date: 04/20/2023

Prior Contract No. (Synergen/CMS): N/A

Expense or Revenue Increase Decrease Amount This Amendment: \$ 80,000.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** State tobacco funds from Prop 200 received via grant IGA2020-026, 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

Department: Health Telephone: 724-7842

Department Director Signature/Date: [Signature] 17 March 2022

Deputy County Administrator Signature/Date: [Signature] 22 March 2022

County Administrator Signature/Date: [Signature] 9/22/2022

(Required for Board Agenda/Addendum Items)



PIMA COUNTY

HEALTH DEPARTMENT

MEMORANDUM

Date: February 22, 2021

To: Chuck H. Huckleberry
County Administrator

From: Theresa Cullen, MD
Health Director

Via: Francisco Garcia, MD, MPH
Deputy County Administrator

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02/26/21

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Re: Limited Competition-Direct Selection for Facilitation of Vaping Prevention with Schools

Pursuant to Pima County Board of Supervisors Policy D29.6 III C- Direct Selection, the Health Department is requesting approval to continue to contract with Pause for Change for facilitation of a vaping-prevention pilot project in schools. The Pima County Health Department (PCHD) Tobacco and Chronic Disease Prevention Program received approval in October 2020 from the Arizona Department of Health Services (ADHS) to continue to utilize funds for this effort.

There is a growing and urgent need to address vaping among youth and strong buy-in from school districts to address this challenge. PCHD needs to continue to move quickly on this issue in light of pandemic response challenges. This project seeks to streamline vape prevention efforts for the school districts by creating a Pima County Task Force Group (PCTFG) to address vaping in schools and conduct a community assessment to help guide the task force group's efforts in youth vaping prevention. Hiring a consulting firm is integral to the success of this campaign as the Pima County Tobacco Prevention team lacks the capacity to engage with all school districts in Pima County. The consultants will be responsible for facilitating and scheduling virtual task force group meetings, conducting a renewed needs assessment including updates from stakeholders, outlining an action plan based on the identified needs, developing and conducting trainings for representatives of PCTFG, assisting school districts with the action plan implementation and connecting them to resources, and providing a final report.

Pause for Change, founded by Ms. Heather Hiscox, focuses on collaborating with community groups to identify and frame challenges, assess uncertainty, understand stakeholders, prioritize potential solutions, and process data and insights to inform future actions. The Pause for Change team has worked with PCHD on this youth vaping prevention initiative closely for over a year, and has also worked locally with City of Tucson, Community Food Bank of Southern Arizona, Interfaith Community Services, Pima Community College, Pima County Public Library, and many other not for profit and governmental agencies in Pima County. Their experience working with PCTFG members and various partners make them uniquely qualified to work with PCHD on their continued efforts to address the vaping prevention needs of Pima County school districts and, we believe, will provide the greatest return on investment. Their efforts will not only assist PCHD in addressing vaping among youth, but also create sustainable efforts moving forward that reflect the needs of school administrators and staff as it relates to tobacco and vaping prevention.

The contract we are seeking to initiate with Pause for Change will be for about \$80,000 per year. We will be including the standard four annual renewals. **There will be no cost to the general fund. This initiative will be funded with State grant funds from IGA2020-026, Healthy People Healthy Communities.**

Approved Not Approved

[Handwritten signature]
County Administrator

[Handwritten date]
Date

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.: 01

Orig. Contract Term: 04/21/2021 - 04/20/2022	Orig. Amount:	\$ 80,000.00
Termination Date Prior Amendment: N/A	Prior Amendments Amount:	\$ N/A
Termination Date This Amendment: 04/20/2023	This Amendment Amount:	\$ 80,000.00
	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 first extension option to renew the contract for one additional year commencing on April 21, 2022 and terminating on April 20, 2023. 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. Maximum Payment Amount. The maximum amount the County will spend under this Contract, as set forth in Section 5, is increased by \$80,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$160,000.00. Exhibit B is replaced by the attached **Exhibit B.1** (1 page).

4. Scope of Services. The parties have revised the Scope of Services as described in the attached **Exhibit A.1** (3 pages).

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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

3/14/22
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM

[Signature]
Deputy County Attorney
Jonathan Pinkney

Print DCA Name
3/16/22
Date

APPROVED AS TO CONTENT

[Signature]
Department Representative
17 March 2022
Date

Exhibit A.1 Scope of Services

(3 pages)

April 21, 2021 – April 20, 2023

It is recognized that school operations in the 2021 - 2023 school years will remain fluid due to pandemic recovery and further 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 PCHD Tobacco Prevention Team members which will provide an overview of progress made to date and outline a framework for re-engagement efforts.
- Create a meeting report at the conclusion of the meeting.

Deliverable B: Stakeholder Interviews (60 hours)

- Conduct one-on-one interviews with stakeholders through the pandemic recovery period to learn about their perspectives, needs, obstacles etc. related to vaping in schools.
- Interviews will be conducted with each of the Task Force Group (TFG) representatives and 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 (50 hours)

- Interview individuals selected by representatives of each of the participating school districts. The learning from these interviews will be integrated into the coaching sessions provided to each school district in order 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 with each district.
- Share learning of the 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 (35 hours)

- Partner with Pima County Schools 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: Refine and Update Action Plan (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 F: Re-engagement Meeting with Pima County Public Schools TFG (25 hours)

- Design agenda and create presentation deck for re-engagement TFG meeting.
- Review vaping content with PCHD prior to initial meeting.
- Facilitate 1.5 hour TFG meeting. The purpose of the meeting is to re-engage with Task Force Group members, review goals and development of a vision for the TFG, present an overview of vaping, re-introduce the PAUSE method, discuss stakeholder challenges, gather group feedback, and brainstorm solutions to address the needs of the TFG.
- Conduct attendee meeting evaluation.
- Develop a report of meeting notes and brainstormed solutions.

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

- Lead 1.5 hour meetings with the TFG on a monthly basis (following initial meeting).
- 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 H: 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 invited representatives connected to the TFG, such as principals and school nursing staff. The meeting will familiarize attendees with the overarching framework of the TFG, vaping prevention education, and their engagement will potentially increase buy-in for 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 I: Establish a Training for Vape Paraphernalia Device Collection (50 hours)

- Work with the PCHD Tobacco Prevention Team to develop a training for vape paraphernalia collection.
- Identify partners from the school, businesses and government organization sectors to participate in the training for vape paraphernalia device collection.
- Work with the PCHD Tobacco Prevention Team to conduct research and establish set guidelines and recommendations for school site vape paraphernalia collection and disposal.

Deliverable J: Establish a Data Tracking System Report (15 hours)

- Work with schools to establish a method to track vape paraphernalia collection 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 (40 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 in order to ensure the document supports sustainability efforts for the group moving forward.

Exhibit B Rates

(1 page)

April 21, 2021 – April 20, 2023

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	2021 – 2022 Cost	2022 – 2023 Cost
Deliverable A: Re-engagement Meeting with PCHD	\$500	\$500
Deliverable B: Stakeholder Interviews	\$24,500	\$9,300
Deliverable C: Community Partner Re-engagement	\$10,000	\$8,000
Deliverable D: New TFG Member Recruitment	\$0	\$4,000
Deliverable E: Refine and Update Action Plan	\$4,000	\$4,000
Deliverable F: Re-engagement Meeting with TFG	\$5,200	\$4,000
Deliverable G: Monthly TFG Meetings and Follow-Up	\$9,800	\$9,800
Deliverable H: Workforce Development and Resource Awareness	\$20,000	\$24,000
Deliverable I: Establish Vape Device Collection Training	\$0	\$8,000
Deliverable J: Establish Data Tracking System Report	\$0	\$2,400
Deliverable K: Final Report and Evaluation	\$6,000	\$6,000
	\$80,000	\$80,000
Total		\$160,000