



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: April 18, 2023

\* = 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 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. The 2020 Arizona Youth Survey indicated that 20% of 8th graders, 32% of 10th graders, and 38% of 12th graders in Pima County have used e-cigarettes one or more times in their lifetime.

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 identify vape prevention priorities.

Amendment #2 extends the term for an additional year and adds additional tasks to the Scope of Work, such as recruiting task members, scheduling monthly TFG meetings and follow-up, conducting various trainings, and establishing a data tracking system report.

**\*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. Stakeholder interviews with task force group representatives, school staff, and community members from within the participating districts continue. Action plan activities that drive the Task Force Group work are updated as identified needs continue to evolve. The group will continue to meet to work on activities outlined in the action plan. Workforce development, technical assistance, and coaching are provided by Pause for Change LLC to help ensure action plan items are completed successfully. A final report and evaluation will be completed at the end of the project year to guide further efforts.

**\*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. The 2020 Arizona Youth Survey indicated that 20% of 8th graders, 32% of 10th graders, and 38% of 12th graders in Pima County have used e-cigarettes one or more times in their lifetime. For 8th graders, this represents an increase from 2017. The Pima County Public Schools Task Force Group will allow for school district representatives and partners to receive workforce development training related to tobacco and vaping and develop an action plan for addressing vaping among youth. The goal is to reach at least 50% 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.

**\*Retroactive:**

No.

GWTI approves  
3/30/23

TO-COB, 4-5-2023  
Vers: 10  
pgs: 16

APR04'23PM0132 PD

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.: 02 AMS Version No.: 10
Commencement Date: 04/21/2023 New Termination Date: 04/20/2024
Prior Contract No. (Synergen/CMS): N/A

Expense Revenue Increase Decrease
Is there revenue included? Yes No If Yes \$ \_\_\_\_\_ Amount This Amendment: \$ \_\_\_\_\_

\*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

Department: Health

Telephone: 724-7842

Department Director Signature: Kara Spelt Date: 4/3/2023
Deputy County Administrator Signature: [Signature] Date: 4/2/2023
County Administrator Signature: [Signature] Date: 4/2/2023



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

*[Handwritten signature]*  
02/26/21

*[Handwritten signature]*

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 Healty 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.:** 02

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<b>Orig. Contract Term:</b>	04/21/2021 - 04/20/2022	<b>Orig. Amount:</b>	\$ 80,000.00
<b>Termination Date Prior Amendment:</b>	04/20/2023	<b>Prior Amendments Amount:</b>	\$ 80,000.00
<b>Termination Date This Amendment:</b>	04/20/2024	<b>This Amendment Amount:</b>	\$ 0.00
		<b>Revised Total Amount:</b>	\$160,000.00

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**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 second extension option to renew the contract for one additional year commencing on April 21, 2023 and terminating on April 20, 2024. 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.2** (3 pages).

**4. Maximum Payment Amount.** County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$160,000. Exhibit B.1 is replaced by the attached **Exhibit B.2**.

**5. Forced Labor of Ethnic Uyghurs.** Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic

Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days.

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

**PIMA COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Chair, Board of Supervisors

Heather Hiscox  
\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

Heather Hiscox, Founder and CEO  
\_\_\_\_\_  
Printed Name and Title

3/15/23  
\_\_\_\_\_  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

**APPROVED AS TO CONTENT**

Tyler Campman  
\_\_\_\_\_  
Deputy County Attorney

[Signature]  
\_\_\_\_\_  
Department Representative

Tyler Campman  
\_\_\_\_\_  
Print DCA Name

3/27/2023  
\_\_\_\_\_  
Date

3/15/23  
\_\_\_\_\_  
Date

## **Exhibit A.2 Scope of Services**

(3 pages)

April 21, 2023 – April 20, 2024

Due to school 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: 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 B: 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 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 TFG with community partners, including an overview of barriers to prevention efforts and brainstormed solutions to overcoming identified barriers.

### **Deliverable C: 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 D: 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 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: 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 new representatives 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 G: School Resource Officer (SRO) Engagement and Resource Awareness Training (45 Hours)**

- Work with the PCHD Tobacco Prevention Team to research and map school district SRO staff, resources, and training guidelines for Pima County.
- 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 H: Establish a Training for Vape Paraphernalia Device Collection (50 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.
- Identify partners from the school, businesses, and government organization sectors to participate in vape paraphernalia device collection process.
- Work with the PCHD Tobacco Prevention Team to develop a training for vape paraphernalia collection.

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

- Work with schools to establish a method to track district code of conduct policy, 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 J: 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 to ensure the document supports sustainability efforts for the group moving forward.



## Exhibit B.2 Rates

(1 page)

April 21, 2023 – April 20, 2024

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.

<b>Deliverable</b>	<b>2023 – 2024 Cost</b>
Deliverable A: Stakeholder Interviews	\$ 6,400
Deliverable B: Community Partner Re-engagement	\$ 8,000
Deliverable C: New TFG Member Recruitment	\$ 4,000
Deliverable D: Monthly TFG Meetings and Follow-Up	\$ 9,600
Deliverable E: Refine and Update Action Plan	\$ 4,000
Deliverable F: Workforce Development and Resource Awareness	\$24,000
Deliverable G: School Resource Officer Engagement and Resource Awareness Training	\$ 7,200
Deliverable H: Establish Vape Device Collection Training	\$ 8,000
Deliverable I: Establish Data Tracking System Report	\$ 2,400
Deliverable J: Final Report and Evaluation	\$ 6,400
<b>Total</b>	<b>\$80,000</b>

Note: There is sufficient funding remaining in the contract from the first two years to cover the anticipated cost of Year 3. Therefore, no additional funding is being added with this amendment.