

**AMENDMENT #1  
TO THE AGREEMENT  
BETWEEN  
THE COUNTY OF TEHAMA  
AND  
STRATEGIES BY DESIGN**

This Amendment #1 to Agreement #2022-97, dated March 16, 2022, by and between the County of Tehama, through its Health Services Agency (County) and M. Susan Haun, a sole proprietor, doing business as Strategies by Design (Contractor) for the purpose of providing evaluation services for the Tehama County Tobacco Education Program (TEP), shall be amended as follows:

**Section 3 and Section 5 will be replaced in its entirety as follows:**

**3.     COMPENSATION**

Contractor shall be paid in accordance with the rates set forth in the Fee Schedule, attached hereto as Exhibit C, after satisfactorily completing the duties described in this Agreement. The Maximum Compensation payable under this Agreement shall not exceed \$164,250.00.

Contractor shall not be entitled to payment or reimbursement for any tasks or services performed except as specified herein. Contractor shall have no claim against County for payment of any compensation or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Contractor shall not be paid any amount in excess of the Maximum Compensation amount set forth above, and Contractor agrees that County has no obligation, whatsoever, to compensate or reimburse Contractor for any expenses, direct or indirect costs, expenditures, or charges of any nature by Contractor that exceed the Maximum Compensation amount set forth above. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. This provision shall survive the expiration or other termination of this Agreement.

**5.     TERM OF AGREEMENT**

This agreement shall commence on March 1, 2022, and shall terminate on June 30, 2027, unless terminated in accordance with section 6 below.

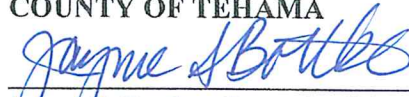
Exhibits B and C shall be replaced in their entirety, as set forth on page 3-5 of this amendment.

It is mutually agreed that all other terms and conditions of Agreement #2022-97 shall remain in full force and effect.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the day and year set forth below.

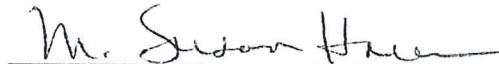
Date: 3-17-25

COUNTY OF TEHAMA

  
Jayme S. Bottke, Executive Director

Date: 3/14/25

STRATEGIES BY DESIGN

  
M. Susan Haun, Principal

## **EXHIBIT B**

### **SCOPE OF WORK**

#### **Tehama County Tobacco Education Program Evaluation January 2022 – June 2027**

Unless indicated otherwise herein, the Contractor shall furnish all labor, materials, transportation, supervision, and management, and pay all taxes required to complete the project described below.

### **CONTRACTOR RESPONSIBILITY**

Consistent with TEP's objectives for the 2022–2027 Scope of Work and Evaluation Plan, SBD shall:

- In collaboration with TEP's Project Director/project staff, develop/design/adapt evaluation instruments for the project consistent with sound evaluation and measurement principles for valid outcome evaluation for proposed objectives.
- Provide consultation in the administration of evaluation methods, such as, but not limited to, procedures for conducting Key Informant Interviews, Observation Surveys, and Public Opinion Surveys, to ensure reliability as well as validity.
- Set up forms, tally sheets, and databases for online/handheld/manual data collection for project staff to populate with data, as necessary.
- Clean data collected by project staff, e.g., Public Intercept Surveys, Observations, etc.
- Conduct analyses for each evaluation activity in the TEP's 2022–2027 Evaluation Plan, interpret results, formulate recommendations, and facilitate the project's understanding of the results of data collection and how the data informs the project's intervention activities.<sup>1</sup>
- For each evaluation activity, write a summary report for the project and for inclusion in the progress reports in the Online Tobacco Information System (OTIS).
- Enter semi-annual progress report narratives for all evaluation activities for which SBD is responsible into OTIS, attaching the appropriate tracking measures.
- Develop the final evaluation reports - two brief evaluation reports for two non-primary objectives and one brief (interim) and one final evaluation report for one primary objective - in accordance with TEP's 2022–2027 CTPP's Evaluation Plan and in collaboration with the program's Project Director. Except for the interim evaluation report, all evaluation reports will be developed at the conclusion of the TEP's 2022–2027 CTPP scope of work and shall be prepared consistent with the format described in the California Tobacco Prevention Program's *Tell Your Story: Guidelines for Preparing Useful Evaluation Reports*.
- Monitor the implementation of the evaluation plan, coordinate with the Project Director on the implementation timeline, and meet with the Project Director/staff monthly or as needed to facilitate communication, coordination, and tracking.
- Collaborate with TEP staff for development of the TEP's 2027–2030 Comprehensive Tobacco Education Program's Evaluation Plan (released in 2026) by assisting with the development of the primary and non-primary objectives, researching possible evaluation components, planning the analysis, and designing the evaluation plan as well as survey methods for each objective with input from program staff. Write the evaluation narratives. Enter the final evaluation

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<sup>1</sup> Note that advanced data analysis and data translation is not required of External Evaluation Consultants but can be provided by the Internal Evaluator, the Evaluation Project Manager, or the County's Epidemiologist, as applicable.

components and narrative summaries into the Online Tobacco Information System (OTIS).

- Participate in California Tobacco Prevention Program plan modification meetings with TEP staff and CTPP representatives to assist with negotiating the 2027–2030 Comprehensive Tobacco Prevention Plan and make changes to the evaluation plan, as needed.

### **CONTRACTOR COMPENSATION**

The amount payable to Contractor under this contract is \$13,650 for 1/22-6/22, \$20,800 for 7/22-6/23, \$20,800 for 7/23-6/24, \$40,000 for 7/24-6/25, \$34,000 for 7/25-6/26 and \$35,000 for 7/26-6/27 for a maximum amount payable under this contract of \$164,250. Contractor shall invoice TEP at least quarterly for the services completed to the Project Director. Invoices for services provided to TEP shall include the following information: month of service, summary of services provided, and total charges to the county for services provided.

### **COUNTY RESPONSIBILITY**

TEP will be responsible for internal scheduling, reasonable access to key personnel, and reasonable access to past and current documentation that will aid the completion of evaluation activities. TEP will add Contractor as an “Applicant” in OTIS to allow the Contractor access to TEP’s 2022-2027 Comprehensive Tobacco Prevention Plan.

In order to complete final evaluation reporting by the June 30, 2027, due date, all evaluation activities and associated data collected will need to be completed and provided to SBD no later than April 30, 2027.

County will reimburse Contractor approximately 30 days after invoice is received, reviewed, and approved by TEP’s project Director.

### **JOINT RESPONSIBILITIES**

Both Contractor and TEP will be responsible to immediately notify each other of any intelligence or findings that will impact the success of the project so that rapid action can be considered.

## EXHIBIT C

### COST

#### Tehama County Tobacco Education Program Evaluation March 2022 – June 2027

The following table includes each of the three objectives, as well as other evaluation scope of work-related elements. Note that External Evaluators for tobacco control programs are required to provide at least 208 hours of evaluation consulting services annually.

Evaluation Services	1/22 – 6/22	7/22 – 6/23	7/23 – 6/24	7/24 – 6/25	7/25 – 6/26	7/26 – 6/27
<b>Obj. 1 End Commercial Tobacco Campaign – Smoke-Free OPPs &amp; Flavors</b> <ul style="list-style-type: none"> <li>20–26 instruments, including 4 ECT Campaign instruments</li> <li>16–20 activity reports</li> <li>1 BER/1 FER</li> </ul>	67	55.5	57.5	155	94	105
<b>Obj. 2 Youth Engagement</b> <ul style="list-style-type: none"> <li>10–12 instruments</li> <li>14–16 activity reports</li> <li>1 BER</li> </ul>	19	35	44.5	96	60	54
<b>Obj. 3 Community Engagement</b> <ul style="list-style-type: none"> <li>12–14 instruments</li> <li>16–18 activity reports</li> <li>1 BER</li> </ul>	17	40	31.5	58	40.5	48
<b>Policy Cessation Support</b> (scan, technical assistance, PTA)	.25	11.5	-	1	1	1
<b>Media Activity Record Support</b> (instrument, technical assistance)	2.25	4	2.5	4	4	4
<b>Project Planning, Monitoring &amp; Data Discussion</b> , including prep and follow-up (monthly or as needed), technical assistance for new staff	24	48	48	72	72	48
<b>Evaluation Activity Reporting</b> (semi-annually)	4	8	8	8	8	8
<b>Changes to 22–27 Evaluation Plan</b> (if needed)	-	-	10	-	10	-
<b>27–30 Evaluation Plan Development</b> (including CTCP modifications and revisions)	-	-	-	-	-	30
<b>Required Statewide Meetings</b> <ul style="list-style-type: none"> <li>4 CTCP Required Meetings or Trainings per year (total time shared by multiple projects)</li> </ul>	3	6	6	6	6	6
<b>Total Hours</b>	136.5	208.0	208.0	400.0	295.5	304.0
<b>Total Fees /Expenses Not-to-Exceed*</b>	\$13,650	\$20,800	\$20,800	\$40,000	\$34,000	\$35,000
<b>Grand Total</b>						<b>\$164,250</b>

\*The fees and expenses as defined above include communication, equipment, software, meeting materials/supplies, and general office supplies. Note that all services will be delivered via telecommuting.