

Exhibit A

Scope of Services

The following Scope of Services outlines the requirements of the California Tobacco Prevention Program (CTPP) for Local Lead Agency program evaluation. The Evaluation Consultant will provide these services for Siskiyou County. The work shall be performed under the general direction of the Tobacco Education Project Director and completed to the County's satisfaction during the FY 2022-2027 contract period with CTPP.

A. Scope of Services

The Contractor will work with the County to assist in meeting the goals of the Siskiyou County Tobacco Education Project Work Plan, along with additional requirements, by:

1. Implementing activities such as the development of data collection instruments, data collection training and protocols, sampling methodology, data analysis, and report writing. Duties may also include assisting with data translation and dissemination;
2. Designing or adapting various data collection instruments; including- public intercept surveys, key informant interview questions, policy record form, data observation surveys, educational participation surveys, etc., as indicated for all objectives of the 2022-2027 Work Plan;
3. Conducting key informant interviews in-person or by telephone with result analysis as needed for all objectives of the 2022-2027 Work Plan;
4. Providing data analysis of data collection surveys over time;
5. Participating in monthly meetings with Tobacco Education Project staff;
6. Overseeing the data collection system protocols, data collection analysis, providing results to the Project Director, preparing, and entering progress report evaluation sections in OTIS by August 1, 2022; January 31, 2023; July 31, 2023; January 31, 2024; July 31, 2024; January 31, 2025; July 31, 2025; January 31, 2026; July 31, 2026; January 31, 2027; and June 30, 2027; preparing evaluation- related summaries, records, and analysis;
7. Completing evaluation report documentation for each objective in the 2022-2027 Work Plan including: all data required for the evaluation components of the plan objectives in OTIS, summary of key informant interviews (both those with and without policies), summary of website analytics review, summary of public intercept survey results, Tobacco Education Council (TEC) and youth coalition satisfaction survey results, and final evaluation reports, etc.

B. Budget

1. County shall pay Contractor for services rendered at the rate of One-Hundred Five and No/100 Dollars (\$105.00) per hour.

2. Total maximum payable not to exceed \$21,840 in FY 2022-23; \$21,840 in FY 2023-24; \$21,840 in FY 2024-25; \$21,840 in FY 2025-26; and \$21,840 in FY 2026-27.
3. Contractor shall provide a monthly itemized invoice, verifying dates of service, types of services rendered, and the charges for all services. Invoices shall be submitted within 30 days following the month end of service. County shall pay invoices or claims within 30 days of receipt.