

**DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS000766900001
AMENDMENT NO. 2**

The Department of State Health Services (Receiving Agency) and **Texas A&M University** (Performing Agency), Parties to that certain Youth Tobacco Survey agreement denominated as DSHS Contract No. HHS000766900001 (the “Contract”), now want to further amend the Contract.

Whereas, System Agency has chosen to exercise its option to renew the Contract for an additional one-year term;

Whereas, the Parties want to add funds to the Budget for authorized services incurred within Fiscal Year 2022 (FY22); and

Whereas, Parties want to amend the Statement of Work in support of the services provided under the Contract for FY22.

The Parties therefore agree as follows:

- 1. The Contract is hereby renewed (the “First Renewal Term”). The First Renewal Term shall begin on September 1, 2021 and terminates on August 31, 2022**, unless otherwise terminated, renewed or extended sooner.
- 2. Section V of the Contract, Contract Amount and Payment for Services** is hereby amended to add **\$131,203.00** to the Contract for authorized services provided for during the First Renewal Term, with a total not to exceed of **\$262,406.00**.
- 3. Attachment A of the Contract, Statement of Work (Revised October 2020)**, is hereby amended and restated in its entirety with **ATTACHMENT A-2, FY22 STATEMENT OF WORK**.
- 4. Attachment B of the Contract, Budget**, is hereby amended and restated in its entirety to reflect the First Renewal Term’s allocation of additional funds with **ATTACHMENT B-2, FY22 BUDGET**.
- 5.** This Amendment shall be effective as of September 1, 2021.
- 6.** Except as modified by this Amendment, all terms and conditions of the Contract shall remain in effect.
- 7.** Any further revision to the Contract shall be by written agreement of the Parties.

Signature Page follows

**SIGNATURE PAGE FOR AMENDMENT NO. 2
DSHS CONTRACT NO. HHS000766900001**

DEPARTMENT OF STATE HEALTH SERVICES

TEXAS A&M UNIVERSITY

By: DocuSigned by:
Manda Hall, M.D
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By: DocuSigned by:
Lester Crenwelge
6BA0EF448CD047E...

Printed Name: Manda Hall, M.D

Printed Name: Lester Crenwelge

Title: Associate Commissioner, Community Health Improvement

Title: Associate Executive Director Contracts and Grant

Date of Signature: June 15, 2021

Date of Signature: June 14, 2021

THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS AMENDMENT AND ITS TERMS ARE HEREBY INCORPORATED INTO THE CONTRACT BY REFERENCE:

- ATTACHMENT A-2 - FY22 STATEMENT OF WORK**
- ATTACHMENT B-2 - FY22 BUDGET**

ATTACHMENTS FOLLOW

**ATTACHMENT A-2
STATEMENT OF WORK
CONTRACT NO. HHS000766900001**

I. CONTRACTOR RESPONSIBILITIES

Contractor shall:

- A. Administer the *Texas Youth Tobacco Survey*, a public policy survey of tobacco use among Texas middle school and high school students in grades 6-12;
- B. Use DSHS' approved Texas Youth Tobacco Survey (Survey Instrument) to determine rates of and non-specific risk factors related to tobacco initiation, tobacco cessation, and exposure to the DSHS Program messages as requested by the Program (Survey).
- C. Complete Survey: no later than May 31, 2022; and
- D. Release de-identified Survey data to DSHS (or its designee) and any person or entity that requests the data pursuant to the Public Information Act.

II. REPORTING REQUIREMENTS

Contractor shall perform each of the following Tasks and shall submit all the corresponding documents to the Tobacco Free mailbox at Tobacco.free@dshs.texas.gov by the designated due date.

Task No. 1: Prepare Progress Reports

Contractor shall provide monthly written progress reports. These reports shall summarize Project activities during the current month, discuss Project activities planned for the next month, and communicate any issues or problems that need to be addressed with the Program project manager. Progress reports are due the 15th business day following the month being reported.

Task No. 2: Produce Survey Instrument and Other Materials for Survey

DSHS will provide the Contractor with the sample Survey instrument. Contractor shall secure Scantron for printing the Survey instrument and shall ensure that a sufficient number of copies of the Survey instrument is printed. Contractor will program the survey online for schools/districts who prefer web-based administration. Survey instrument and recruiting materials must be completed by November 1, 2021. Contractor shall modify the previously developed recruitment materials, send the modified recruitment materials to the school districts as part of recruitment for participation in the Survey. Contractor shall prepare materials that are part of the implementation (instructions, etc). Contractor shall also participate in regional and other appropriate tobacco prevention meetings as suggested by DSHS with the objective of motivating attendees to help with recruitment and participation. Contractor participation in these meetings via telephone or other technological means is acceptable.

In accordance with federal requirements, the Contractor shall ensure that any research involving human subjects related to the activities in this Program Attachment is reviewed and approved by the Contractor's Institutional Review Board. The Contractor shall investigate any allegations of scientific misconduct against its own regular or contract employees, which shall be reported to DSHS in the monthly progress report.

Task No. 3: Sample Design for Survey

Contractor will use DSHS's Texas Youth Tobacco Survey Scope and Guidance Document (Guidance Document) to recruit and sample schools for either a statewide survey or for a survey only in the Tobacco Prevention and Control Coalition (TPCC) service areas; DSHS will specify sample area(s) in Guidance Document. Contractor shall produce a representative sample of students in middle schools (grades 6-8) and high schools (grades 9-12) across the sample area(s).

Task No. 4: Recruit Schools/Districts and Survey Administration for Survey

Contractor shall recruit all public-school districts in the TPCC service areas to participate in the survey and follow sampling instructions in DSHS's Texas Youth Tobacco Survey Scope and Guidance Document to randomly sample schools outside of TPCC service areas when a statewide survey is requested. Contractor shall recruit school districts in the designated sample area(s) beginning October 1, 2021. Contractor shall notify each school/district in the sample by mailing or emailing a recruitment packet in September 2021 to school/district contracts. The initial packet shall include a letter advising that the school/district has been selected to participate in the 2022 Texas Youth Tobacco Survey. The initial packet shall include additional supporting documents (i.e. Frequently Asked Question Guide, copy of Survey instrument, instructions for online distribution of the survey instrument) that describe the details of the Survey and the terms of the offer. Where possible, Contractor shall send e-mails to the appropriate school/district contacts in addition to mailed packets. Contractor shall work with local TPCC to follow up with phone contacts to the schools/districts to clarify the study objectives and to discuss in detail how the Survey should be administered. Contractor shall make contact with all schools/districts early on to allow for the resolution of scheduling conflicts and other potential difficulties. Contractor shall include in the monthly progress report a summary of schools/districts contacted for participation in the Survey.

Contractor shall ensure that all schools/districts participating in the Survey receive their Survey materials via mail or email two weeks before scheduled implementation and/or upon receipt of signed Confirmation of Parental Notification. Contractor shall ensure that Survey administration takes place beginning in early December 2021. Contractor shall produce a Survey Administration Guide (Administration Guide), which instructs school/district personnel on a number of issues, such as the importance of remaining unobtrusive during Survey administration and of respecting the confidentiality of a student's answers. The Administration Guide shall also contain answers to questions likely to be asked by students, parents/guardians, and school personnel, and a script to be read during administration of the Survey that ensures that a standard set of instructions is given to all students. Contractor shall ensure that each individual conducting the Survey receives a copy of the Administration Guide.

Contractor's staff shall be available for phone consultation or email correspondence with school/district personnel involved in the Survey weekly, during business hours (8:00 a.m. – 5:00 p.m., Monday through Friday) from initial recruitment through the school's/district's receipt of final reports. Contractor's duty to consult with schools/districts concerning Survey results shall survive the termination or expiration of this Contract but shall expire two years from the ending date of the term of this Contract.

DSHS shall not assume Contractor's travel costs to schools/districts to discuss the Survey in person. Contractor shall advise the schools/districts that the district must assume associated costs. Contractor shall ensure that Survey administration is completed by the last day of the 2022 school year. Contractor shall provide incentives to school districts in the Tobacco Prevention and Control Coalition service areas and individual campuses in the statewide sample for their participation in the Survey. Incentives should include providing school districts/campuses the option to receive a cash payment or a district summary/campus summary report of survey responses (dependent on school/district response rate) for that district/school upon completion of survey administration for school/district participation.

A survey participation rate of approximately 70 campuses is anticipated when for the statewide survey when contractor conducts the statewide survey. At the time that 70 campuses register for the survey, Contractor will discontinue active recruitment of remaining schools in the sample. If the participation rate is not achieved, Contractor shall use remaining incentive funds to assist with programmatic changes to the production of final reports.

Contractor shall randomly select classrooms from a list of classes obtained from each participating school/district. Classes from each school/district shall be randomly selected so that each student enrolled in the school/district has a chance of participating in the Survey. Considerations should be made to account for the differences between students participating in the survey online and students participating in the survey in-person in an effort to reduce bias in survey responses.

The sampling methodology will be provided to DSHS.

Task No. 5: Data Scanning and Processing for Survey

Contractor, upon receipt of the completed Surveys from the individual schools/districts, shall continue to process the data in the agreed-upon manner that has evolved over the course of the Project. Contractor shall code these returned materials by district and by campus, cut the materials to a form conducive to the optical scan process, and scan the materials. Contractor shall perform careful record-keeping and conduct random quality assurance checks to ensure that all materials are properly handled and processed. Data scanning and processing must be completed by August 31, 2022. Contractor shall monitor all aspects of programming protocols to ensure the accuracy of all computer-generated outputs. Contractor shall provide all data programs to DSHS staff prior to their use for independent checks.

Task No. 6: Prepare and Deliver Final Coalition Data Sets and Reports for Survey

Contractor shall use the newest version of Stata (or comparable statistical analysis software) to ascertain standard error estimates. Contractor shall perform quality checks for all DSHS

Texas Youth Tobacco Survey Stata programs using existing data to ensure each program is working properly. Contractor shall provide all data programs to DSHS staff prior to their use for independent checks. The 2022 Final Datasets and Reports along with accompanying documentation (including data dictionary and methods report) must be submitted to DSHS by October 1, 2022. Contractor shall create and submit a data dictionary indicating brief descriptions of the data and variables used. Contractor shall also submit a methods report describing the survey instrument, sample design and weighting, administration procedures, data entry and analyses, and quality control measures. Methods report may also include recruitment materials, survey instrument, and other supporting materials. Contractor shall submit the 2022 Final Datasets and Reports in an electronic format approved by DSHS. The data dictionary shall contain data in the DSHS-provided table shells (including unweighted frequencies, weighted frequencies, weighted percentage, and upper and lower confidence intervals.) The format shall meet the requirements in the Texas Department of Information Resources rule at Title 1 Texas Administrative Code, Subchapter B: State Agency Web Sites; Section 206.50 for accessibility, web content and web pages unless DSHS waives the application of a particular provision in that rule. The rule is found at: <http://www.sos.state.tx.us/tac/index.shtml>. Contractor shall submit all reports, documentation, and other information required to be furnished by Contractor to DSHS at the following email address: Tobacco Free Mailbox at Tobacco.free@dshs.texas.gov.

Contractor shall attend the ad hoc data requests DSHS may make and respond in a timely manner. Contractor's time dedicated to ad hoc requests should not exceed 20 hours. Formatted results should be submitted within one week for data analysis requiring five or less hours of work. Data analysis requiring less than 10 hours of work, should be responded to within two weeks.

III. DELIVERABLES

Contractor shall fulfill the deliverable(s) for each Task listed below by the designated due date.

TASK	DUE DATE
No. 1. Written Progress Reports	Monthly – No later than the 15th calendar day after the end of the reporting month
No. 2. Printed Instrument & Recruiting Materials for 2022 Survey	November 1, 2021
No. 3. Sample Design & Selection for 2022 Survey	November 1, 2021
No. 4. School Districts Recruited & Survey Administration for 2022 Survey	June 2, 2022
No. 5. Data Scanned & Processed for 2022 Survey	August 31, 2022
No. 6. Final Data Sets & Reports for 2022 Survey. Include the following: A. Create and submit data dictionary (codebook); and B. Methods Report	October 1, 2022

IV. INVOICE AND PAYMENT

- A. Contractor will request payments using the State of Texas Purchase Voucher (Form B-13) at <http://www.dshs.texas.gov/grants/forms/b13form.doc>. Voucher and any supporting documentation will be mailed or submitted by fax or electronic mail to the address/number below.

Department of State Health Services
Claims Processing Unit, MC 1940
1100 West 49th Street
P.O. Box 149347
Austin, TX 78714-9347
FAX: (512) 458-7442

EMAIL: invoices@dshs.texas.gov and cmsinvoice@dshs.texas.gov

- B. Contractor will be paid on a cost reimbursement basis subject to Texas Government Code section 771.008 and in accordance with the Budget in ATTACHMENT B-2, FY22 BUDGET, of this Contract.
- C. Pursuant to Texas Government Code, Section 771.008(d), if Receiving Agency does not accept the Services or finds an error in the invoice, it shall notify Performing Agency of the fact in writing as soon as possible within the 30-day period and make payment within 10 days after the date the Parties agree that the problems are corrected, or the error resolved.

CONTRACT NO. HHS000766900001

September 1, 2021 – August 31, 2022

PERSONNEL	\$69,823.00
FRINGE BENEFITS	\$20,667.00
TRAVEL	\$100.00
EQUIPMENT	\$0.00
SUPPLIES	\$169.00
CONTRACTUAL	\$0.00
OTHER	\$28,516.00
TOTAL DIRECT CHARGES	\$119,275.00
INDIRECT CHARGES	\$11,928.00
TOTAL	\$131,203.00