



INTERAGENCY AGREEMENT SUMMARY

(Interagency Agreement between state agencies, including the University of Tennessee or Board of Regents colleges and universities)

Begin Date April 1, 2026	End Date June 30, 2026	Agency Tracking # 34347-	Edison ID		
Contracting State Agency Name		Edison Supplier ID			
CFDA #					
Service Caption Tobacco Prevention Programs Return on Investments					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Agreement Amount
2026	\$75,000.00				\$75,000.00
TOTAL:	\$75,000.00				\$75,000.00
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				<i>CPO USE - IA</i>	
Speed Chart (optional) HL00019385		Account Code (optional) 71300000			

**INTERAGENCY AGREEMENT BETWEEN THE STATE OF TENNESSEE
DEPARTMENT OF HEALTH & **CONTRACTING STATE AGENCY'S NAME****

This Interagency Agreement (“Agreement”), by and between the State of Tennessee, Department of Health hereinafter referred to as the “Procuring State Agency” and **Contracting State Agency**, hereinafter referred to as the “Contracting State Agency,” is for the provision of Scope of Service Caption, as further defined in the “Scope of Services.”

A. SCOPE OF SERVICES:

A.1. The Contracting State Agency shall provide all goods, services or deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Agreement.

A.2. Definitions.

- a. Accrual means a charge for work that has been done but not yet invoiced, for which provision is made at the end of a financial period.
- b. Association of State and Territorial Health Officials (ASTHO) is an organization that supports, equips, and advocates for state and territorial health officials in their work of advancing the public's health and well-being.
- c. Centers for Disease Control (CDC) is the nation's leading science-based, data-driven, service organization that protects the public's health
- d. Growing Inside Free of Tobacco and Smoking (GIFTS) was created to improve the health of women and families across Tennessee by providing resources to quit smoking, this program reduces risks of premature birth, low birth weight, and secondhand smoke exposure.
- e. North American Quitline Consortium (NAQC) is an international, non-profit organization based in that seeks to promote evidence-based Quitline services across diverse communities in North America.
- f. Return on Investment (ROI) is a financial metric used to evaluate the profitability of an investment by comparing its gain or loss relative to its cost.
- g. Tennessee Tobacco Quitline provides a free telephone and online tobacco cessation program that includes tobacco cessation coaching, personalized support.

A.3. Goals.

The goal of the Contracting State Agency is to develop comprehensive data-driven Return on Investment (ROI) analyses for the Tennessee Tobacco Quitline and the Growing Inside Free of Tobacco and Smoking (GIFTS) programs, providing clear, actionable findings that inform program improvement, resource allocation, and public health decision-making for the Tennessee Department of Health.

A.4. Recipients.

The direct service recipients are the Procuring State Agency who will receive the ROI analyses, reports, presentations, and recommendations to inform program planning, funding decisions, and public health strategy.

A.5. Description. The Contracting State Agency shall:

- a. Establish project team, roles, timeline, and deliverables.
- b. Provide bi-monthly progress updates and participate in bi-monthly check-ins.
- c. Identify best practice approaches from CDC, NAQC, ASTHO, academic literature, and other public health and economic evaluation authorities.
- d. Summarize relevant comparator studies for QuitLine and maternal tobacco cessation interventions.
- e. Inventory available datasets for both programs (e.g., enrollment, demographics, service utilization, NRT provision, quit outcomes, cost data).
- f. For GIFTS, assess availability of maternal/infant health outcomes (e.g., birthweight, preterm birth, NICU admissions), insurance data, and participant characteristics.
- g. Review data dictionaries and data-sharing protocols.
- h. Define populations of interest for each ROI model:
 - 1) QuitLine: General Tennessee tobacco users
 - 2) GIFTS: Pregnant program participants versus similar comparison populations.
- i. Identify key outcomes for inclusion in evaluation, such as:
 - 1) QuitLine: Quit rates, health care cost savings, Medicaid cost savings, reduced morbidity/mortality, productivity gains.
 - 2) GIFTS: Reductions in smoking-related birth complications, maternal morbidity, NICU stay reductions, health care cost savings, Medicaid cost savings. Also not required but suggested: SIDS data or other indicators of smoking in homes with infants, admissions for bronchiolitis/whooping cough/pneumonia.
- j. Establish primary/secondary ROI outcomes and define inclusion/exclusion criteria.
- k. Select economic modeling approaches for each program (e.g., cost-benefit, cost-effectiveness, lifetime model).
- l. Develop preliminary ROI models for both programs and validate with comparable studies and the Procuring State Agency.
- m. Conduct economic and statistical analyses.
- n. For GIFTS: model associations between program participation, cessation outcomes, pregnancy outcomes, and related cost savings.
- o. Estimate direct program costs (e.g., operational, personnel, incentives, NRT).
- p. For GIFTS: quantify cost savings from improved birth outcomes (e.g., avoided preterm birth, NICU utilization).
- q. Estimate productivity and healthcare system savings where feasible.
- r. Model net savings and cost-benefit ratios for both programs.
- s. Calculate ROI for each program:

- 1) Total cost savings;
 - 2) Net savings; and
 - 3) Cost-benefit ratio.
- t. Prepare a two-part ROI report for each program including:
- 1) Short-form, one-to-two-page report, factsheet, or infographic highlighting overall findings using plain language and visualizations appropriate for dissemination to the public, legislators, and partner organizations
 - 2) Detailed report, not to exceed ten pages, including:
 - i. Methodology;
 - ii. Findings;
 - iii. Limitations; and
 - iv. Policy/program recommendations.
- u. Submit draft report(s) to TDH and incorporate feedback.
- v. Deliver final report(s) with all supporting documentation (models, assumptions, analytic code, data dictionaries).
- w. Develop summary briefs and slide decks demonstrating methods, findings, and recommendations.
- x. Deliver presentations to the Procuring State Agency leadership and other partners upon request.

A.6. Reporting

- a. The Contracting State Agency shall provide Accrual data to the Program Director no later than June 15 in a format provided by the Procuring State Agency.

A.7. Incorporation of Additional Documents. Each of the following documents is included as a part of this Agreement by reference or attachment. In the event of a discrepancy or ambiguity regarding the Contracting State Agency's duties, responsibilities, and performance, these items shall govern in order of precedence below:

- a. this Agreement document with any attachments or exhibits (excluding the items listed at subsections b. and c. below);
- b. the Procuring State Agency proposal solicitation as may be amended, if any; and the Contracting State Agency's proposal (**Attachment 1**) incorporated to elaborate supplementary scope of services specifications.

B. TERM OF AGREEMENT:

- B.1. This Agreement shall be effective for the period beginning on April 1, 2026 ("Effective Date") and ending on June 30, 2026, ("Term"). The Procuring State Agency shall have no obligation to the Contracting State Agency for fulfillment of the Scope outside the Term.
- B.2. Renewal Options. This Agreement may be renewed upon satisfactory completion of the Term. The Procuring State Agency reserves the right to execute up to two (2) renewal options under the same terms and conditions for a period not to exceed twelve (12) months each by the Procuring

State Agency, at the Procuring State Agency 's sole option. In no event, however, shall the maximum Term, including all renewals or extensions, exceed a total of sixty (60) months.

- B.3. Term Extension. It is understood and agreed that the Procuring State Agency may extend the Term an additional period of time, not to exceed one hundred-eighty (180) days beyond the expiration date of this Agreement, under the same terms and conditions. In no event, however, shall the maximum Term, including all extensions or renewals, exceed a total of sixty (60) months.

C. PAYMENT TERMS AND CONDITIONS:

- C.1. Maximum Liability. In no event shall the maximum liability of the Procuring State Agency under this Agreement exceed Seventy-Five Thousand Dollars (\$75,000.00). The payment rates in Section C.3 and the Travel Compensation provided in Section C.4 shall constitute the entire compensation due the Contracting State Agency for the goods delivered and accepted or for services performed and all of the Contracting State Agency's obligations hereunder regardless of the difficulty, materials or equipment required. The payment rates include, but are not limited to, all applicable taxes, fees, overheads, and all other direct and indirect costs incurred or to be incurred by the Contracting State Agency.
- C.2. Compensation Firm. The payment rates and the maximum liability of the Procuring State Agency under this Agreement are firm for the duration of the Agreement and are not subject to escalation for any reason unless amended.
- C.3. Payment Methodology. The Contracting State Agency shall be compensated based on the payment rates herein for goods delivered and accepted or for units of service authorized by the Procuring State Agency in a total amount not to exceed the Agreement Maximum Liability established in section C.1.
- a. The Contracting State Agency's compensation shall be contingent upon the delivery and acceptance of goods that conform to specifications or the satisfactory completion of units, milestones, or increments of service defined in section A.
 - b. The Contracting State Agency shall be compensated for said units, milestones, or increments of service based upon the following payment rates:

Service Description	Amount (per compensable increment)
1-2-page report/fact sheet for each program	\$ Number each
Final report for each program	\$ Number each.
Project Management	\$ Number per Hour /Day /

- C.4. Travel Compensation. Compensation to the Contracting State Agency for travel, meals, or lodging shall be subject to amounts and limitations specified in the "State Comprehensive Travel Regulations," as they are amended from time to time.

The Contracting State Agency must provide a complete itemization of travel compensation requested in accordance with and attach documentation and receipts as required by the above-referenced "State Comprehensive Travel Regulations."

D. STANDARD TERMS AND CONDITIONS:

- D.1. Required Approvals. The Procuring State Agency and the Contracting State Agency are not bound by this Agreement until it is signed by the agency head or the agency head's designee. Each agency's legal counsel shall review and approve the Agreement as to form and legality.
- D.2. Modification and Amendment. Any modifications, amendments, renewals or extensions shall be in writing, signed, and approved by all parties who signed and approved this Agreement.
- D.3. Termination for Convenience. This Agreement may be terminated by either party by giving written notice to the other, at least thirty (30) days before the effective date of termination. Should the Procuring State Agency exercise the option of terminating this Agreement for convenience, the Contracting State Agency shall be entitled to compensation for all goods delivered and accepted or satisfactory and authorized services completed as of the termination date. Should the Contracting State Agency exercise this provision, the Procuring State Agency shall have no liability to the Contracting State Agency except for those goods delivered and accepted or those units of service that were satisfactorily completed by the Contracting State Agency. The final decision as to the acceptability of goods or whether units of service were satisfactorily completed shall be determined by the Procuring State Agency in its sole discretion.
- D.4. Subject to Funds Availability. This Agreement is subject to the appropriation and availability of state and/or federal funds. In the event that the funds are not appropriated or are otherwise unavailable, the Procuring State Agency reserves the right to terminate this Agreement upon written notice to the Contracting State Agency. Said termination shall not be deemed a breach of this Agreement by the Procuring State Agency. Upon receipt of the written notice, the Contracting State Agency shall cease all work associated with this Agreement. Should such an event occur, the Contracting State Agency shall be entitled to compensation for all satisfactory and goods delivered and accepted or authorized services completed as of the termination date. Upon such termination, the Contracting State Agency shall have no right to recover from the Procuring State Agency any actual, general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
- D.5. Completeness. This Agreement is complete and contains the entire understanding between the parties relating to this subject matter, including all the terms and conditions of the parties' agreement. There are no other prior or contemporaneous agreements that modify, supplement, or contradict any of the express terms of the agreement.
- D.6. Communications and Contacts. All instructions, notices, consents, demands, or other communications shall be made in writing and directed to the following designated contact persons:

The Procuring State Agency:

Liz Johnson, Director, Tobacco Use Prevention & Control Program
 Division of Family Health & Wellness
 710 James Robertson Parkway, 7th Floor
 Nashville TN 37243
liz.johnson@tn.gov
 Telephone # 615-306-4023

The Contracting State Agency:

Contracting State Agency Contact Name & Title
Address
Email Address
 Telephone # **Number**
 FAX # **Number**

E. SPECIAL TERMS AND CONDITIONS:

- E.1. Conflicting Terms and Conditions. Should any of these special terms and conditions conflict with any other terms and conditions of this Agreement, the special terms and conditions shall be subordinate to the Agreement's other terms and conditions.
- E.2. Prohibited Advertising. The Contracting State Agency shall not refer to this Agreement or The Contracting State Agency's relationship with The Procuring State Agency under this Agreement in commercial advertising in such a manner as to state or imply that The Contracting State Agency or The Contracting State Agency's goods or services are endorsed. The obligations set forth in this Section shall survive the termination of this Agreement.
- E.3. Environmental Tobacco Smoke. Pursuant to the provisions of the federal "Pro-Children Act of 1994" and the "Children's Act for Clean Indoor Air of 1995," Tenn. Code Ann. §§ 39-17-1601 through 1606, The Contracting State Agency shall prohibit smoking of tobacco products within any indoor premises in which services are provided to individuals under the age of eighteen (18) years. The Contracting State Agency shall post "no smoking" signs in appropriate, permanent sites within such premises. This prohibition shall be applicable during all hours, not just the hours in which children are present. Violators of the prohibition may be subject to civil penalties and fines. This prohibition shall apply to and be made part of any subcontract related to this Agreement.
- E. 4. Healthy Eating Requirements. The Contracting State Agency recipients who purchase or serve snacks or meals in conjunction with their performance under this Agreement shall provide only healthy foods. No high sugar beverage shall be served at any time. Fruits and vegetables shall be given preference in menu selections.

IN WITNESS WHEREOF,

CONTRACTING STATE AGENCY'S SIGNATURE

DATE

PRINTED NAME AND TITLE OF SIGNATORY (ABOVE)

Approved as to Form and Legality:

DATE

PROCURING STATE AGENCY SIGNATURE

DATE

PRINTED NAME AND TITLE OF SIGNATORY (ABOVE)

Approved as to Form and Legality:

DATE