

Service Agreement (SA)
(Insert County/Agency name) and WELCO, LKA Inc.
For implementation of the BABY & ME – Tobacco Free Program™

(Insert County/Agency name) has secured/been awarded funds to implement and support the BABY & ME -Tobacco Free Program (BMTFP) within the state of (state). The Service Agreement, between the above parties, is from: October 1, 2019 to September 30, 2020.

WELCO LKA Inc., (WELCO) a corporation, Laurie Adams, President, owns and operates the BABY & ME – Tobacco Free Program™ and will assist the (county/agency) in implementing the program in the (state/county). WELCO's Federal Tax ID number is 10-0002541. WELCO is in compliance with Equal Employment Opportunity (Executive Order 11246&11375).

The BABY & ME – Tobacco Free Program will provide the following to the above county/agency, in accord with budget agreements and within this SA:

1. Conduct a one-day certified BMTFP training(s) of county/agency staff implementing the program. Training location(s) to be determined and agreed upon by the funding entity and the BMTFP national program office.
2. Administer ongoing programmatic support to funded agencies to ensure program protocols are maintained and provide ongoing program staff development.
3. Schedule and conduct ongoing conference calls/quarterly state webinars for continued cessation education and program updates for funded sites.
4. Complete voucher orders and ship vouchers to county/agency conducting the program to provide incentives to enrolled participants who remain tobacco free prenatal/postpartum, for up to 12 months, and as approved in the budget.
5. Provide order form(s) for program supplies and materials, including program manuals, one or more carbon monoxide (CO) monitors, mouthpieces, D-pieces, and CO monitor calibration kit/tank and saliva tests for additional testing, if necessary (see attached budget Appendix A).
6. Provide promotional material templates and/or access to ordering of approved promotional materials.
7. Support and manage voucher redemption process with Walmart stores and additional locations within the state, as needed.
8. Provide HIPAA compliant online data collection tool and education to report on enrolled participants and program outcomes. Provide secure website and username/password for each county/agency.
9. Establish a SA with funded county/agency and submit invoices to the designated person at the county/agency on a quarterly basis for payment to WELCO, for program materials purchased and administration fees, in accord with the budget (see attached budget Appendix A).

(County/Agency name) _____ supports the BABY & ME - Tobacco Free Program's mission of reducing tobacco use in prenatal and postpartum women in (county) and agrees to the following within the funding period:

1. Secure funding and sign service agreements with WELCO LKA Inc. for conducting the program.
2. Identify the agency lead responsible for administering/overseeing the program.
3. Assure agency staff involved in the program attend a one-day BMTFP certification training and are certified to conduct BMTFP best-practice protocols. All Facilitators must recertify every two years to continue conducting the program with program participants.
4. Identify local community referral sources and promote referrals to the BMTFP, as appropriate.

5. Screen all pregnant women served by the agency for tobacco use and offer/enroll eligible women and partners (if applicable) to the BMTFP. Refer to the state/national Quitline.
6. Provide four (4), individual, prenatal cessation sessions (one-on-one counseling) to enrolled women, using BMTFP curriculum and document tobacco use at each session. Provide diaper voucher incentives to participants at Prenatal Session 3 and 4, if tobacco-free.
7. Screen enrolled participants each month following delivery, up to 12 months postpartum, document tobacco use, give voucher if the woman is tobacco free, and provide additional cessation education on quitting, if necessary.
8. Offer the BMTFP to smoking support partners, if applicable, to enroll and quit with the pregnant woman. Provide an additional voucher each month postpartum, if the support partner remains tobacco free, for up to 12 months postpartum.
9. Assign one staff member to enter county/agency's monthly data in the online data collection portal, as required by all funded sites. The information entered into the BMTFP data collection portal is HIPAA compliant.
10. Assure secure method for retaining vouchers and documenting distribution of vouchers to participants.
11. Participate in conference calls/educational webinars with BMTFP national program office.
12. Provide success stories of women enrolled in the program to the BMTFP national program office for promotional and/or earned media opportunities.
13. Establish the signed SA with WELCO and provide funds for training, program supplies, materials, data management/administrative fee, as invoiced and defined in the attached budget Appendix A.

Contract Amount not to exceed: \$ _____

TERMINATION

This Agreement may be terminated by either party upon notice, in writing, delivered upon the other party 30 days prior to the effective date of termination.

PROGRAM MATERIALS

WELCO LKA Inc., owns the copyright and trademark for the BABY & ME – Tobacco Free Program™. In the event an agency terminates the program, all diaper vouchers will be returned to WELCO for an accounting and reimbursement of unused vouchers, excluding processing and printing fee of vouchers.

The effective date of this Service Agreement: _____ (DATE)

County/Agency Name

Signature: _____

Print Name: _____

Title: _____

Street Address: _____

City, State, Zip: _____

WELCO, LKA Inc.
10-0002541
Laurie Adams, Executive Director

Signature: _____

BABY & ME – Tobacco Free Program
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laurie@bmtfp.org

Date: _____

Date: _____