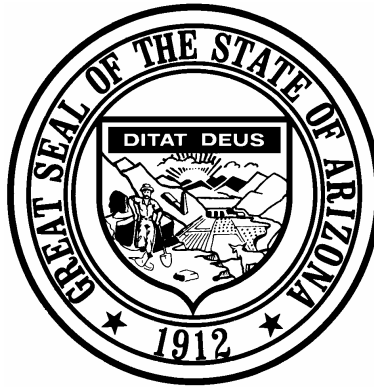




Scope Of Work

Solicitation No.: EPS080031
2008 Arizona Youth Survey

State of Arizona
State Procurement Office
100 N 15th Ave., Suite 104
Phoenix, AZ 85007



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1. BACKGROUND:

The *Arizona Youth Survey* is a component of the Statewide Prevention Needs Assessment. The *Arizona Youth Survey* will involve the production, administration and analysis of a Middle and High School Student Survey incorporating the core items from the *Communities That Care Model*. The *Arizona Youth Survey* will be used to provide data to the Arizona Criminal Justice Commission (ACJC), state and local policymakers, and participating schools in order to increase the quality and targeting of substance use and delinquency prevention and intervention efforts. This survey also meets the requirement for the Arizona Criminal Justice Commission (ACJC) to conduct a statewide school substance abuse survey for the purpose of determining the nature and extent of illicit drug usage and youth gang activity under Arizona Revised Statute 41-2416. Survey results will be used to develop program strategies based on the distribution of risk and protection thereby focusing resources on identified high need groups and geographic areas. Arizona Youth Survey data will also be integrated with other needs assessment studies as applicable to address broader crime prevention, health and human service areas.

In 2006, the Arizona Criminal Justice Commission's Statistical Analysis Center published the 2006 Arizona Youth Survey report based upon the Communities That Care Model (CTC), which was developed by J. David Hawkins, Ph.D.; Richard F. Catalano, Ph.D.; and a team of researchers at the University of Washington in Seattle. This was the third biennial administration of the Arizona Youth Survey that had at its core the CTC risk and protective factor measures. This approach has proven to be very useful in informing prevention and intervention efforts at the state and local level and a priority for the 2008 Arizona Youth Survey is to continue to improve the quality of information at the state, county, and municipal level.

The 2006 Arizona Youth Survey had a final valid sample of 60,401 8th, 10th and 12th grade students. Summary reports were published for the state, all 15 Arizona counties, and selected cities with summary reports also being provided directly to each participating school (362 schools in 2006). The state, county, and city reports are available for review at the ACJC website (azcjc.gov). In addition to replicating the work performed in 2006, ACJC intends on providing reports for the 10 largest cities in Arizona, contingent upon acceptable response rates. The format for the city reports should mirror the county reports.

It is anticipated that the survey will be conducted in most schools during February 2008. Every school that participated in 2006 will be given the opportunity to participate in 2008. Total number of participating students (i.e., completed surveys) is projected to be approximately 80,000, contingent upon school and student participation rates. Although the number of schools and students in the state and county samples are not expected to increase substantially over 2006 levels, it is hoped that the 2008 Arizona Youth Survey will have higher response rates.

2. OBJECTIVE:

The vendor shall modify the 2008 *Arizona Youth Survey* to meet specifications outlined by ACJC and its collaborators and administer the survey to a sample of Arizona Middle and High School students. The vendor shall analyze the survey data and provide reports for a variety of purposes as detailed below.

3. SCOPE OF SERVICE:

The vendor shall be responsible for all efforts necessary for the modification of the previous (2006) survey, development of a code book and database, including printing of surveys, initial distribution and final collection of completed surveys, scanning of surveys, data analysis, training of personnel to administer the survey, assistance to ACJC in the contact of schools for participation, and preparation of reports as outlined below.



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4. TASKS:

Task 1- Survey Questionnaire Design and Production

Assist in the modification of the Arizona Youth Survey, including adding additional questions and/or eliminating existing questions as determined by ACJC and their collaborators. Questionnaire design will include the development of a codebook for the revised survey for future use by ACJC and their collaborators. Create and print sufficient number of data collection instruments to administer survey to entire sample. Response rate is projected to approach 70 percent.

Task 2- Survey Administration

Administer the survey in collaboration with ACJC staff. Contractor will coordinate activities with ACJC and school

Administrators to ensure that an adequate number of surveys are sent to each school and that the appropriate number of surveys is returned from each school. Contractor will ensure that the task is accomplished within approved guidelines set by ACJC and Contractor. Contractor will be responsible for maintaining a tracking system for delivery and return of all surveys and will follow-up on problems that may arise as a result of this task.

Task 3 Database Development

Develop a database that contains all data captured by the survey and includes all coding necessary to complete analyses for statewide, county, city and individual school level data, differentiates between different types of schools (e.g. charter vs. public), and provides identifiers for any differences in administration that may impact the results. This database shall also include all information necessary to analyze the data with Geographic Information Systems (GIS) technology in a format agreeable to ACJC. Accompanying the database will be a codebook that contains applicable variable names and value labels.

Task 4- Survey Analysis and Report Writing

To analyze survey results and develop and prepare reports consistent with ACJC format and requirements including:

- State level report
- State level summary profile
- 15 County level reports containing a summary of findings
- 10 Municipal level reports containing a summary of findings
- District level reports containing a summary of findings, number contingent upon District participation
- Individual school reports containing summary of findings, number contingent upon school participation rates

These reports shall include comparisons to the 2002, 2004, and 2006 school year administration where applicable. The format and content of these reports shall be reviewed and approved by ACJC prior to their acceptance and publication.

Per ACJC, the successful contractor will receive a confirmed timetable similar to the following:

- School reports: Within 3 months of survey administration
- District level reports: Within 3 months of survey administration
- State level report: July 2008
- County level reports: July 2008
- Municipal level reports: September 2008

5. REFERENCE DOCUMENTS:

- Arizona Youth Survey (Retrieve survey information and data from ACJC website: www.azcjc.gov)
- Item Construct Dictionary; Student Survey of Risk and Protective Factors and Prevalence of Alcohol, Tobacco, & Other Drug Use (Arthur, Hawkins, Catalano & Pollard, 1998).
- Arizona Criminal Justice Commission Report "2006 Arizona Youth Survey"



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6. APPROVALS:

ACJC WILL review the following criteria in draft form prior to granting approval:

- Approval of draft survey prior to printing of surveys for distribution.
- Data analysis methodology must be approved prior to conducting any analysis.
- Approval of draft designs for state, county, municipal, district and school level reports must be received prior to preparation of final reports for distribution.

7. DELIVERABLES:

A. Projected Budget:

The Contractor shall submit a Projected Budget as instructed by ACJC. The Budget shall identify by month, specific project milestones for the duration of the project. The Projected Budget shall include an Itemized Services Budget (ISB) detailing the amounts allocated for each line item. Any revisions to the ISB must be approved by the Project Director in writing if there is more than a ten (10) percent shift in funds from one line to another.

B. Method of Approach:

The Offeror may utilize a written narrative or any other printed technique to demonstrate their ability to satisfy the Scope of Work. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of proposed action. The usage of technical language should be minimized and used only to describe a technical process.

Upon award of the contract, the Contractor shall submit a projected budget with timeline, detailing methodologies and statistical standards, time frames, project resources. The Method of Approach shall address:

- i. execution of the sampling plan
- ii. instruments and quality assurance
- iii. data analysis methods and data quality control procedures
- iv. provisions for confidentiality and anonymity of participating schools and individuals, where applicable
- v. operational definitions, standardized measurements, and other methods to ensure consistency between administration sites and consistent with previous survey administrations
- vi. develop and use tracking log in collaboration with ACJC
- vii. final survey, developed in collaboration with ACJC

C. Quarterly Performance Reports:

The Contractor shall submit a Quarterly Performance Report by the end of the month following each reporting business quarter. The Contractor shall, through the Quarterly Performance Report, provide regular study progress feedback to the ACJC on the process and quality of data collection and analysis (based on reporting time frames establish in the Project Work Plan). The Quarterly Performance Report shall include at a minimum. (*See: Attached Performance Report Sample, use the attachment or provide a similar document*)

1. Major accomplishments, progress and goals achieved during the reporting period;
2. Quality control, measurement and implementation issues that arose during the quarter, including a discussion of effects on data quality, modification of research design, new research questions;
3. Problem areas to be addressed;
 - a. Technical assistance required of the ACJC by the Contractor;
 - b. Any other information required by the ACJC such as refusal rates; completion rates; missing values; statistical parameters of any data analysis method (e.g., R, sampling error).



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ACJC reserves the right to request study updates and related information not limited to the above-mentioned elements at times other than the regularly scheduled reporting dates.

D. Technical Exchange Meetings:

The Contractor shall maintain frequent contact with the ACJC Statistical Analysis Center project director to provide continuous updates regarding the status of the project and be available to address questions, comments or concerns by ACJC staff. The Contractor shall participate in monthly meetings to discuss issues related to the survey administration. Technical Exchange Meetings may occur in person or via teleconferencing. Logs detailing the progress of participants will be maintained by both the contractor and ACJC and updated daily as needed.

E. Final Report:

- a. Outline of Final Report
- b. Data base
- c. Codebook

At the end of the contract period the Contractor must submit a Final Report. This report shall include at a minimum:

- d. An electronically transferred copy of a master data file acceptable to the ACJC in a format prescribed by the ACJC (SPSS version 13.0 or newer).
- e. A code-book for the data file containing results for each survey item, operational and definition of scales.
- f. Budget report showing funds expended in support of the activities within the Contract. The final report must show a plus/minus amount of budget expenditures. Unexpended funds at the end of the contract must be returned or services extended at no additional cost.

F. Individual Reports of Risk and Protective Factors and Prevalence of Substance Use and Anti-Social Behavior

- a. Arizona State Report
- b. Arizona Summary Profile
- c. Report for each Arizona County
- d. Report for each participating School
- e. Report for each of the ten most populous communities in Arizona
- f. Report for each participating School District

The Contractor shall develop reports for the entire state, each of the 15 Arizona counties, 10 municipalities, each participating School District, and each participating school, showing levels of risk and protective factors and prevalence of substance use and anti-social behavior. The format of these reports is subject to prior approval by ACJC. An example of each report design shall be included in the offer. All reports shall follow the format prescribed by ACJC in the 2006 reports, including the continuation of analysis of trends over time of substance usage among the student populations. The format of this report is subject to approval by ACJC.

Additional reports may be requested by ACJC in order fulfill obligations for data dissemination and planning purposes. Any additional reports will be based upon estimates provided by the Contractor at the agreed upon hourly rate as submitted through this bid.

8. DELIVERY SCHEDULE:

- Projected Budget: submitted within two (2) weeks of the award to the successful offeror
- Method of Approach: submitted within two (2) weeks of the award to the successful offeror
- Quarterly Performance Reports: submit the end of the month following each reporting business quarter.
- Individual Reports:
 - School and District reports within 3 months of survey administration;
 - State and County reports by July 2008



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- Municipal level reports by September 2008
- Draft Final Report per ACJC guidelines
- Final Report per ACJC guidelines

9. ACCEPTANCE:

All reports required by this Contract either as a receivable or as an interim report shall be subject to the review and approval of ACJC. The ACJC shall, when deemed necessary, require the revision of any report or deliverable submitted.