APPENDIX A-2 PROPOSER’S SCOPE OF WORK

**LOS ANGELES COUNTY HEALTH SURVEY RFP #2019-007**

**PROPOSER’S NAME:**

**SECTION 1 - GENERAL INSTRUCTIONS AND GUIDELINES**

Proposer **must** submit a completed Appendix A-2 - Proposer’s Scope of Work with its proposal. Appendix A-2– Proposer’s Scope of Work outlines the deliverables which the selected Contractor will be required to provide under any resultant Contract.

The Measurable Objectives and Services, Implementation Activities, Specific Tasks associated with Implementation Activities, Proposed Timeline, and Methods for Evaluation and Documentation outlined under Section A-2 – Proposer’s Scope of Work Worksheet. Proposer must complete Section 2 – Proposer’s Scope of Work Worksheet columns C, D, and E.

**Measurable Objectives and Services (Column A):** The Measurable Objectives and Services (Column A) outline the required main objectives and services that the selected Contractor will be required to provide under any resultant Contract. Proposer does **not** need to provide a response with respect to Column A.

**Implementation Activities (Column B):** The Implementation Activities (Column B) outline the activities associated with applicable Measurable Objectives and Services outlined under Column A that the selected Contractor will be required to provide under any resultant Contract. Proposer does **not** need to provide a response with respect to Column B.

**Proposed Timeline (Column C)**: The Proposed Timeline (Column C) outlines the timeline in which the Implementation Activities (Column B) will begin and end for the associated Measurable Objectives and Services (Column A). **Proposer needs to provide a response with a timeline to be completed within the 24-month contract period** with respect to Column C. Please note that timelines for the specified Measurable Objectives and Services (Column A) can overlap if needed.

**Methods of Evaluation and Documentation (Column D):** The Method of Evaluation and Documentation (Column D) requires the Proposer to propose his/her Methods of Evaluation and Documentation that will describe how implementation Activities (Column B) will be documented and monitored. The information provided under Column D will be utilized by County staff from the Population Health Assessment Unit (PHAU) to determine if the Measurable Objective and Services along with the Implementation Activities have been met by the selected Contractor under any resultant Contract.

**Specific Tasks (Column E):** The Specific Tasks (Column E) requires the Proposer to propose his/her Specific Tasks that the Proposer will take to implement the Implementation Activities (Column B) for the associated Measurable Objectives and Services (Column A).

APPENDIX A-2 PROPOSER’S SCOPE OF WORK

**LOS ANGELES COUNTY HEALTH SURVEY RFP #2019-007**

**PROPOSER’S NAME:**

**SECTION 2 – PROPOSER’S SCOPE OF WORK WORKSHEET**

**Note:** “Objective 1 – Planning for 2021 Survey” (below) is provided as a **“sample only”** and **does not** require Proposer to provide a response to this Objective. Proposer is required to complete the Scope of Work Worksheet, beginning with an Objective 1 “Planning for the 2021 Survey” and provide responses for Column C “Proposed Timeline,” Column D “Methods of Evaluation and Documentation”, and Column E “Specific Tasks”. It’s not required to copy the sample, please complete to reflect your approach.

**“SAMPLE ONLY”**

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| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED****TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 1 Planning For 2021 Survey** | Meet with County staff (PHAU) to discuss study design and process, including sample size, methods to maintain/improve data quality, and survey methodology (e.g., address-based sampling, web-based, dual-frame RDD design, mixed mode data collection method(s), etc.). Submit final design plan report to PHAU for review and approval.  | July 1, 2020 – October 31, 2020 | Develop plan for survey design and sampling methodology; develop plan for achieving adequate sample size and targeting areas/populations designated for oversample; draft pre-approach letter and submit plan for other response/cooperation incentives; determine approach for reaching cell phone users;  |
| **COLUMN E** SPECIFIC TASKS:* Methods to identify a representative sample for adult and child surveys
* Sampling methods to assure representation of racial/ethnic minorities and other priority populations
* Methods for 500 completes per SPA
* Oversampling of smaller geographic areas
* Arrange for sample purchase
* Finalize respondent selection methods
* Final design plan report submitted
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| **PROPOSER’S NAME:** **PROPOSER’S SCOPE OF WORK WORKSHEET** |
| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 1: Planning for 2021 Survey** | Meet with County staff (PHAU) to discuss study design and process, including sample size, methods to maintain/improve data quality, and survey methodology (e.g., address-based sampling, web-based, dual-frame RDD design, mixed modes data collection methods(s), etc.). Submit final design plan report to PHAU for review and approval. |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **Objective 2:****Prepare Survey Instruments; Program Questionnaire onto CATI/CAWI System** | Review and revise questionnaire drafts with PHAU staff. Program questionnaires onto CATI/CAWI system. Review flow and skip patterns, prepare data editing guidelines for each questionnaire, including checks for data consistency and validation. Implement final changes based on the pretest and pilot test. Allow PHAU staff to review and test CATI/CAWI prior to commencing data collection. |  | . |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B** **IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 3: Develop Samples** | Assign key sampling statistician(s) who will oversee and perform all sample-related activities for the 2021 LACHS. Determine sampling strategies in conjunction with PHAU. Develop appropriate samples for Adult and Child surveys based on selected survey design and methodology. Submit sampling strategy report to PHAU for review and approval.  |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **Objective 4:****Initial Survey Pretest** | Conduct small-scale pretest of English-language Adult and Child questionnaires based on selected survey design. At a minimum, the pretest will include the administration of 30 Adult questionnaires and 30 Child questionnaires in English. PHAU will approve pretest prior to implementation. Submit report to PHAU on findings and recommendations for revisions to English-language questionnaires based on pre-test results. |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B** **IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 5:****Questionnaire Translations** | Translate the Adult and Child questionnaires into multiple languages (including Spanish, Mandarin, Cantonese, Korean and Vietnamese) and have translated questionnaires reviewed and verified by native speakers of each language. Submit verified translated questionnaires to PHAU staff for review and approval. Incorporate PHAU feedback before finalizing and implementing translated questionnaires. Submit finalized translated questionnaires to PHAU.  |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **Objective 6:** **Pilot Testing** | Conduct formal pilot test of Adult and Child questionnaires in both English and Spanish and in different modes (if applicable) based on final survey design. At a minimum, the pilot test will include administration of 40 Adult questionnaires and 40 Child questionnaires in English and 10 Adult questionnaires and 10 Child questionnaires in Spanish. PHAU will approve pilot test prior to implementation and will monitor pilot testing. Submit report to PHAU on findings and recommendations for final revisions to questionnaires based on pilot test findings. |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |

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| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 7:****Data Collection** | Train all staff involved in data collection and brief them on questionnaire implementation according to selected methodology. Conduct the 2021 LACHS Adult and Child Surveys in a minimum of six (6) languages: English, Spanish, Mandarin, Cantonese, Korean, and Vietnamese. At a minimum, Contractor must conduct all English-language surveys within Contractor’s own organization. Contractor must also ensure that the number of surveys per language is representative of these languages in LA County. Monitor data collection periodically in conjunction with PHAU. Implement mechanism to allow for real-time tracking of the number of completed surveys per SPA. Provide interim status reports to PHAU. Provide interim Adult and Child data sets to PHAU as requested for data checking. Provide periodic data sets to PHAU from Adult and Child Surveys containing address information to allow PHAU to geocode data throughout data collection period. Complete 14,000 – 16,000 surveys (8,000 – 9,000 Adult and 6,000 - 7,000 Child) in all languages of interest over an 8- to 10-month period.  |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **Objective 8:****Data Cleaning and Processing** | Merge Adult and Child Survey data files to create interim data sets in SAS format when requested by PHAU for geocoding, data checking, and data cleaning. Provide consultation to PHAU as needed and investigate any inconsistencies noted by PHAU. |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |

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| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 9:****Sample Weights and Populations Estimates** | Develop population and household-level weights for the Adult and Child Surveys, including for the Adult Survey subsamples. Research external data sources (e.g., American Community Survey) to obtain population distribution for key demographic variables for LA County. PHAU staff will provide population totals by age, gender, and race/ethnicity for LA County overall, by SPA, and by Health District. Rake weights to population totals to ensure accurate representation of the LA County population. Document the process and calculations used to determine weights. Provide final weights to PHAU.  |  | . |
| **COLUMN E SPECIFIC TASKS:** |  |
| **Objective 10:****Prepare Data Files and Reports** | Prepare final Adult and Child Survey data sets in SAS format and deliver to PHAU with documentation. Provide written methodology report documenting survey procedures, analysis of sample performance, weighting procedures, response and cooperation rates, and other relevant study details. |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |
| **COLUMN A MEASURABLE OBJECTIVES****AND SERVICES** | **COLUMN B IMPLEMENTATION ACTIVITIES** | **COLUMN C PROPOSED TIMELINE** | **COLUMN D METHODS OF EVALUATION****AND DOCUMENTATION** |
| **Objective 11:****Post-Survey Consultation** | Respond to PHAU questions and inquiries as needed. |  |  |
| **COLUMN E****SPECIFIC TASKS:** |  |