

OASAS Project No. 14001YDS: Statewide Youth Development Survey: Assessing Risk and Protective Factors among Secondary School Students
Questions and Answers

- 1) Table 2-1 (p16) provides information on the minimum / maximum total numbers of students participating in the survey. Section 2.1 indicates that districts will be given the option for online survey administration. While p15 (section 2.11) says that estimates should assume all districts will use paper and pencil, do you recommend we provide costs for the development of the online version as an addendum to the cost proposal?

Answer: Yes.

- 2) Section 2.3.b: Selection of Schools within School Districts. Of the school districts, approximately what percentage will OASAS have completed in the individual school selection protocol before handing the lists to the contractor?

Answer: 100 percent.

- 3) P 10. 2.4. C. Parent consent forms. Please confirm that “all survey materials” means that each school will receive one template of the letter to print the parent letter and consent form for the students at the school.

Answer: Yes, the winning contractor will provide each school district with the template, and the school district will run off copies using the school district letterhead.

- 4) P 12. 2.6.g, h: Besides risk and protective factors scales, what other scales are you requiring?

Answer: There are no other scales, just single items to report.

- 5) p 12. 2.6.d. Please confirm that the county-level report is due by June 30.
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- 6) p 12. Section 2.7, a: Please confirm that school-level reports are required since they appear required in this section but Table 2-1 does not include them. If they are required, how will they be distributed and should the contractor deliver the reports as print copies and PDF or only PDFs?

Answer: School-level reports are required. Table 2.10 Timeframe for Conduct of the Survey includes the task “Produce and ship County and School Reports and OASAS Data File”.

- 7) p 13, 2.8, c: Will OASAS get permission from the school district to provide / share access to the school or school district data?

Answer: OASAS has no interest in accessing school or district specific data.

8) Section 4.4.2: Is there a page limit for the Technical Proposal?

Answer: No.

9) Do you have information regarding the number of districts who will opt to take the survey electronically versus paper and pencil?

Answer: No.

10) Please verify that the decision to take the survey via web will be determined at the district level and that all schools selected within a district will take the survey at the same way.

Answer: This decision could be made at the district level or, in the case of some of the larger more urban districts, at the school level. For example, in the case of New York City where schools within a given district could vary considerably in terms of access to computer resources, it is conceivable that some schools may opt for paper and pencil while others may opt for on-line administration.

11) Does table 2-1 on page 16 of the RFP take into consideration that a portion of the schools will opt to take the survey via the web?

Answer: Since it is not possible at this time to estimate the number of districts that will elect to conduct the YDS as an on-line survey, estimates in table 2-1 assume that all districts will conduct the YDS as a self-administered paper and pencil survey.

12) In section 2.6d of the RFP, it is stated that the contractor will provide procedures for post-weighting by June 30, 2015 and that OASAS will review the proposed procedures by January 31, 2015. Please clarify these dates, as it seems that there is a conflict.

13) In section 2.7b of the RFP, it is stated that School District reports will be provided to schools by March 15, 2015. In section 2.7c, it is then stated that reports will be provided to school districts and schools by April 30, 2015. Please clarify these dates, as there seems to be a conflict.

Answer: Section 2.7.b. states that school district reports are due on March 15, 2015 and that is the due date for all standard reports produced under the OASAS contract. The due date of April 30 in Section 2.7.c. applies only to the custom reports discussed in that section, for example the large diocesan school systems that may request additional and non-OASAS contract reports for groupings of schools. Reports for schools that are standard (survey content and reporting agreed to in the contract) will be produced first, before the custom reports are produced.

14) Please confirm reporting plan for costing:

- a. Contractor prepares:
 - i. State-level (Public, Diocesan, & Private)
 - ii. County-level (Public, Diocesan, & Private)
 - iii. District-level (Public & Diocesan districts)
 - iv. Building-level (Private)
- b. Public and Diocesan schools can negotiate for building level reports (at additional cost)

Answer: Yes; this is correct.

- i. Will this occur before or after the Survey administration begins?

Answer: Given that building level reports may require a larger sample, it might be advisable to do this before the beginning of survey administration.

15) Will Ad-hoc 'self-selecting' schools/school districts (2.12) need to be included in the state-level/county-level reports?

Answer: No.

- a. If so, can a date be set for inclusion of these self-selecting schools/districts in the state- and county-level data?

16) Please confirm the sampling process:

- a. OASAS will select sample of public and diocesan school districts as well as private schools to participate and secure their participation.
- b. OASAS will then, working with district-level liaisons, select schools to participate as part of the sample.
- c. Because the resulting dataset and reports will require weighted data, OASAS is planning to provide a sampling plan and frame to the contractor.

Answer: Yes, this is correct, but with regards to b, OASAS involvement will be confined to selecting the schools to be surveyed. It will be the responsibility of the winning contractor, working with district liaisons, to contact these schools and make arrangements for administering the survey.

- d. Who is responsible for selecting the classes within a school to participate? (Understanding a census will be taken for any grade within a school that has less than 120 enrolled.)

Answer: The winning contractor.

17) For online survey administration, can we assume that students will take the survey at a single point in time? Can we also assume that individuals can be anonymous, but class and school will need to be known for any specific individual?

Answer: Within a given school opting for on-line administration, we cannot assume that all students will complete the survey at a single point in time. Regarding the use of class and school identifiers, Section 2.4 stipulates that the contractor must implement and document a "form control system", tracking specific forms from the contractor to the classroom and back to the contractor. Thus, class and school identifiers will be used during survey administration, preliminary analyses, and the production of school and district reports. However, after these reports are produced, these data should be de-identified.

- 18) Scope of Project, section 2.7 (b) says that 1 paper copy of the state- and county-level reports will be delivered “unbound.” Will the paper copy of the school district report need to be bound or unbound?

Answer: Like the state and county level reports, school district reports should also be unbound.

- 19) From the language in Section 2.12, we assume that volunteer schools will be included in the county-level and district-level estimates and reports, but will not be included in the state-level sample estimates. In other words, the state sample data will be weighted but the county and district sample data will not. Could you please confirm these assumptions?

Answer: Volunteer schools, sampled as part of custom analyses negotiated between the contractor and the district/diocese for the purpose of producing building level reports, will not be included in the county reports or the standard district reports. Volunteer (i.e., Self-selected) districts, however, will get their own district reports, and the format of these reports will be similar to that of districts sampled as part of the OASAS sample; but their data will not be included in the county report. The county reports, like the State report, will be weighted and based only on data from the OASAS sample of school districts.

- 20) The last item, i), in Section 2.6 requires reliability estimates for various scales. Does OASAS mean the psychometric properties of the scales, or do they mean estimates of sampling variance (sampling error)?

Answer: OASAS would like information on the psychometric properties of the scales as well as estimates of sampling error (i.e., confidence intervals).

- 21) Per the Expected Timetable for Key Events, the contract term is expected to start 9/1/14. Section 2.10 (Timeframe for Conduct of the Survey), however, shows Contractor effort beginning in July 2014. Please provide any necessary clarification to the timeframe table.

Answer: Section 2.10 is incorrect. The first task detailed in the table should have stated, “Begin Distribution of Surveys” with an X on the October 2014 slot. The RFP posting on the OASAS website will be modified to reflect this change. Any other dates specified in the RFP which are contingent on the questionnaire distribution, will be adjusted as necessary during contract negotiations with the Successful Bidder.

- 22) Appendix B notes that “the negotiated contract will guarantee a minimum award amount based on the minimum survey size expected regardless of the actual realized survey size.” Should we assume that the Variable Cost Factors in Appendix B will be translated into fixed unit prices to be applied to actual realized survey size in the negotiated contract?

Answer: OASAS guarantees the minimum contract amount. If the number of surveys exceeds the minimum, OASAS will reimburse at the negotiated rate.

- 23) Does OASAS have an expected contract value for this project?

Answer: In 2008, the estimates of minimum and maximum total budgets submitted by the winning contractor were \$189,150 and \$387,501. Unfortunately, we do not have information on the final total budget.

- 24) Page 4, Checklist of Submission Requirements - Appendix U indicates Form #4, please clarify if this should be Form #1.

Answer: Appendix U - Form #4 must be submitted with the proposal. Forms #1 and # 2 are not required to be submitted with the proposal, but will be required of the Successful Bidder during contract negotiations. Form # 3 will be required of the Successful Bidder during contract negotiations if a partial or complete waiver of W/MBE goals is requested.

- 25) Section 4.4.1, p. 19, states that Appendices H, T, U and Attachment 5 may be completed and submitted as part of the bid proposal, or submitted during contract negotiations, if applicable. However, page 32 and page 36 states that Appendix U must be submitted with bid, and that ST-220-CA (part of Appendix T) must also be submitted with the proposal. Please clarify which, if any, appendices and attachments are optional to include with our submission, and which are mandatory.

Answer: Unless indicated below, appendices and attachments are required to be submitted with proposals:

Appendix H - Form A is not required to be submitted with the proposal, but will be required of the Successful Bidder during contract negotiations.

Appendix U - Form #4 must be submitted with the proposal. Forms #1 and # 2 are not required to be submitted with the proposal, but will be required of the Successful Bidder during contract negotiations. Form # 3 will be required of the Successful Bidder during contract negotiations if a partial or complete waiver of W/MBE goals is requested.

Appendix T – ST-220-CA is not required to be submitted with the proposal, but will be required of the Successful Bidder during contract negotiations. Form St-220-TD is submitted directly to the Department of Taxation, and must be submitted before Form ST-220-CA is submitted to OASAS.

Attachment 5: Encouraging Use of NYS Businesses in Contract Performance will be required of the Successful Bidder during contract negotiations.

- 26) Are we to submit just a single original (one document) of the Administrative Proposal?

Answer: One original of the Administrative Proposal is required

- 27) Section 6, p. 28, Method of Payment - does a bidder have the option to propose an invoicing schedule?

Answer: This would be negotiated by OASAS and the Successful Bidder during contract negotiations.

- 28) Section 2.11 - Table 2-1 (Minimum and Maximum Size of the Youth Development Survey) on page 16 of the RFP lists minimum and maximum numbers for students participating and questionnaires required. In the “Minimum” column, the number of students participating is lower than the number of questionnaires required. In the “Maximum” column, the number of students participating is higher than the questionnaires required. Please explain the difference in the “Maximum” column.

Answer: The estimate of 225,000 students participating, which appears in the “Maximum” column was a typo. The 150,000 is the correct figure.

- 29) Please clarify requirements for submission documents for compliance with M/WBE. The Checklist of Submission Requirements on page 4 of the RFP lists Form #4 as the only requirement from Appendix U. Section 4.4.1 – B. on page 19 lists Forms #1 and 2 from Appendix U in the “may be completed and submitted as part of proposal or submitted during contract negotiations, if applicable” section. Section 7.2 – A. on page 32 states that a M/WBE Utilization Plan (Form #1 – Appendix U) must be submitted with the proposal.

Answer: Appendix U - Form #4 must be submitted with the proposal. Forms #1 and # 2 are not required to be submitted with the proposal, but will be required of the Successful Bidder during contract negotiations. Form # 3 will be required of the Successful Bidder during contract negotiations if a partial or complete waiver of W/MBE goals is requested.

- 30) Section 2.6 Please clarify the date for school district reports. 2.6(b) states “school district reports will be provided to schools by March 15, 2015.” 2.6 (c) states “Reports will be provided to school districts and schools by April 30, 2015.”

Answer: Section 2.7.b. states that school district reports are due on March 15, 2015 and that is the due date for all standard reports produced under the OASAS contract. The due date of April 30 in Section 2.7.c. applies only to the custom reports discussed in that section, for example the large diocesan school systems that may request additional and non-OASAS contract reports for groupings of schools. Reports for schools that are standard (survey content and reporting agreed to in the contract) will be produced first, before the custom reports are produced.

- 31) On page 13, 2.7 Production of State, County and School Reports, section (b) “School District reports will be provided to schools by March 15, 2015. OASAS and county-level reports will be provided by April 1, 2015.” In section (c) it states that, “Reports will be provided to school districts and schools by April 30, 2015.” What is the deadline for providing reports to schools and school districts? Is the OASAS and county-level reporting date of April 1, 2015 correct?

Answer: The date of April 1, 2015 for OASAS and County level reports is correct. Section 2.7.b. states that school district reports are due on March 15, 2015 and that is the due date for all standard reports produced under the OASAS contract. The due date of April 30 in Section 2.7.c. applies only to the custom reports discussed in that section, for example the large diocesan school systems that may request additional and non-OASAS contract reports for groupings of schools. Reports for schools that are standard (survey content and reporting agreed to in the contract) will be produced first, before the custom reports are produced.

- 32) In Table 2-1 the Maximum students participating is listed as 225,000, while on page 50 in the table for Bids for Estimated Minimum and Maximum Size of the Youth Development Survey, the maximum size, students participating is 150,000. Is the 150,000 is correct?

Answer: The 225,000 was a typo. The 150,000 is the correct figure.

- 33) On page 17, 2.12 Participation by School Districts and Schools Not Sampled by OASAS, how many “additional schools” are anticipated? How many additional surveys were added above the “minimum” in 2008? How many total surveys were administered in 2008?

Answer: At this time, OASAS cannot provide an estimate of the number of “additional school districts” that will participate in the 2014 survey; however, nine “additional school districts participated in the 2008 survey. The stipulated minimum number of students participating in the 2008 survey was 75,000, and about 112,000 students actually participated in the 2008 survey.

34) What were the minimum and the final total budgets for the 2008 YDS?

Answer: In 2008, the estimates of minimum and maximum total budgets submitted by the winning contractor were \$189,150 and \$387,501. Unfortunately, we do not have information on the final total budget.