



Request for Proposal

<http://grc.osu.edu/funding/current>

The Government Resource Center (GRC) is requesting a proposal to serve as survey vendor for the 2021 Ohio Pregnancy Assessment Survey (OPAS)

RELEASED BY: The Ohio Colleges of Medicine Government Resource Center (GRC)

RFP ISSUED: April 6, 2020

INQUIRY PERIOD BEGINS: April 6, 2020

INQUIRY PERIOD ENDS: May 1, 2020

PROPOSAL DUE DATE/BID CLOSING DATE: May 6, 2020 by 1:00 p.m., EST

PROPOSALS RECEIVED AFTER THE DUE DATE AND TIME AND/OR WITHOUT COMPLETE APPLICATION, WILL NOT BE EVALUATED.

OPENING LOCATION: The Ohio Colleges of Medicine Government Resource Center
ATTN: Kaylene Way Hedgepeth
1070 Carmack Road, Pressey Hall Suite 150
Columbus, Ohio 43210

RFP Contacts:

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Timothy R. Sahr, Director Research and Analysis, (614) 366-3175, timothy.sahr@osumc.edu

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RFP Web Location: <http://grc.osu.edu/funding/current>

Offerors must note that all proposals and other material submitted will become the property of the GRC and may be returned only at the GRC's option. Proprietary information should not be included in a proposal or supporting materials because the GRC will have the right to use any materials or ideas submitted.

Proposals should be submitted electronically to Kaylene Way Hedgepeth at kaylene.way@osumc.edu, submission must be received by Proposal Due Date.

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Introduction

The Ohio Colleges of Medicine Government Resource Center (GRC) at The Ohio State University (OSU) is soliciting competitive proposals (Proposals) for fielding and methods activities relating to the 2021 Ohio Pregnancy Assessment Survey (OPAS) (the Work). If a suitable offer is made in response to this RFP, OSU may enter into a contract (the Contract) to have the selected Bidder (the Contractor) perform the Work. This RFP provides details on what is required to submit a Proposal for the Work, how OSU will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates for the various events in the submission process, selection process, and performance of the Work. While these dates are subject to change, prospective Bidders must be prepared to meet them as they currently stand.

The Ohio Pregnancy Assessment Survey is administered on behalf of the Ohio Department of Health (ODH) and the Ohio Department of Medicaid (ODM) by GRC for the purposes of identifying groups of women and infants at high risk for health problems, monitoring changes in health status, and measuring progress towards goals in improving the health of mothers and infants. Given the complexity of the OPAS project, Bidders must have extensive expertise in survey-related statistical methods which include study design and survey weight construction for cross-sectional samples. Bidder must also hold expertise in multimode data collection include paper-based mail surveys, computer-assisted web interviews (CAWI), and computer-assisted telephone interviews (CATI).

Serving as the OPAS research vendor involves close communication with the Ohio Department of Medicaid, the Ohio Department of Health and other State of Ohio health-associated agencies' representatives and other partners of interest (e.g., academic institutions). As such, the Bidder should demonstrate successful experiences working with staff of government agencies and universities. Please see the [Proposal Requirements](#) section for detailed instructions as well as a checklist of required proposal components.

Inquiries concerning the proposal content and intent and general questions should be sent by email to Kaylene Way Hedgepeth, OPAS Project Manager at kaylene.way@osumc.edu. Answers to inquiries will be posted at <http://grc.osu.edu/funding/QA> within 48 hours of receipt. The Inquiry Period for this proposal ends May 1, 2020.

To assist the proposal response process, the 2018 OPAS questionnaire and 2018 Methodology Report have been posted on the GRC website's RFP section at <http://grc.osu.edu/funding/current>.

Any failure to meet a deadline in the submission or any objection to the dates for performance in the Work phase may result in OSU's refusal to consider the Proposal of the Bidder.

OSU will not be liable for any costs incurred by any Bidder in response to this RFP, even if OSU does not award a Contract through this process. OSU may decide not to award a Contract for any or all of the Work defined by this RFP or subsequent OSU amendments. It may also cancel this RFP and contract for the Work through some other process or by issuing another RFP. An award is contingent upon sponsor funding for the OPAS.

Proposal Requirements

Formatting Requirements

Responses must address all aspects of this Request for Proposal and should follow the chronology of the RFP. Proposals must be single spaced, 11-pt Calibri font with 1-inch margins. The response, including appendices, shall be submitted as a single searchable PDF file. Applications submitted that include multiple attachments will be disqualified.

Failure to conform to any of the requirements listed in this RFP may result in disqualification of the submitted response.

RFP Response Requirement Checklist

The following conditions must be met in order for the RFP response to be considered free from defect:

- Formatted in 11-pt Calibri font, single spaced, with 1-inch margins
- Formatted as a single, searchable PDF file (including all appendices)
- Includes all required materials in the following order:
 - Cover Letter
 - Project Proposal Narrative
 - Budgets and Budget Narratives
 - Staff Biosketches/Credentials (NIH Biosketch format)
- Submitted by Response Due Date/Time: May 6, 2020 1:00 PM, EST

Further explanation related to the proposal sections is below.

Cover Letter

The cover letter must be in the form of a standard business letter, and must be signed by an individual authorized to legally bind the Bidder. The cover letter will provide an executive summary of the Bidder's request for funds. The letter must also include:

1. A statement regarding the Bidder's company, organization, university or college, including Federal tax identification number and address;
2. A list of the people who prepared the application, including titles;
3. The name, phone number, and email address of a contact person who has authority to answer questions regarding the application;
4. The name, phone number, and email address of the Sponsored Programs Officer or other Bidding Firm officer responsible for the application;
5. The name, phone number, and email address of the Principal Investigator for this project;
6. A list of all co-submitting Bidders, if any, that the Bidder will use on the work if selected — no co-submitting Bidder may be included after proposal submission.
7. Note that the Bidder(s) may not subcontract activities detailed in their submission with the exception of printing activities.

Project Proposal Narrative

Content and format requirements:

Section	Page Limit
<p>A. Detailed quantitative fielding plan: 2021 Ohio Pregnancy Assessment Survey (OPAS)</p> <p><i>Please address all items included in the <u>OPAS project summary section</u>.</i></p>	5
<p>B. Survey fielding expertise and experience:</p> <p><i>Applicant's expertise and experience fielding similar surveys. In particular, applicants should describe experience with: multi-mode surveys; surveys of difficult-to-reach and vulnerable populations; and complex sample designs.</i></p>	5
<p>C. Statistical methods expertise and experience:</p> <p><i>Applicant's demonstrated expertise and experience with survey-related statistical methods, including study design and survey weights construction for cross-sectional samples.</i></p>	5
<p>D. Organizational capacity:</p> <p><i>Applicant's demonstrated organizational capacity (e.g., staffing, technology, etc.) to undertake the work, referencing specific projects in the past.</i></p> <p><i><u>Bidder Profile</u>: Each proposal must include a profile of the Bidder's experience working on similar projects. The profile must also include the Bidder's address, telephone number, and any other background information that will help the evaluation committee gauge the ability of the Bidder to fulfill the obligations of the contract.</i></p> <p><i><u>Equipment and Software Requirements</u>: The Bidder must provide an assurance that they have the hardware, software, and technology staff support capacity capable of performing the tasks proposed in the application -- this description should detail the Bidder's call center capacity and software.</i></p>	2
<p>E. Partnership experience:</p> <p><i>Evidence of Applicant's experience working with academic medical centers, academic institutions, and government/state agencies.</i></p>	1

<p>F. Key personnel:</p> <p><i>Brief description of key personnel that will participate in the project.</i></p> <p><u><i>Please note that a change of key staffing must be requested at least 2 weeks prior to the planned staffing changes and must be approved by GRC prior to implementation.</i></u></p> <p><i>Please include an NIH biosketch for the: Principal Investigator, senior methodologist, call center lead, senior CATI coder, data manager, and project manager in the Staff Biosketches/Credentials section. For any additional key personnel listed in section I, please include staff credentials.</i></p>	2
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Budgets and Budget Narratives

Please complete a budget form and budget narrative for the OPAS project, segmenting by the state fiscal year (SFY), as detailed in the checklist below. The SFY for Ohio starts on July 1st and ends on June 30th of the following calendar year.

Budgets and Budget Narratives Section Checklist

- Budget Forms for SFY 2021: July 1, 2020 - June 30, 2021
 - 2021 OPAS Budget Form
 - 2021 OPAS Budget Narrative
- Budget Forms for SFY 2022: July 1, 2021 - June 30, 2022
 - 2021 OPAS Budget Form
 - 2021 OPAS Budget Narrative
- Budget Forms for SFY 2023: July 1, 2022 – December 31, 2022
 - 2021 OPAS Budget Form
 - 2021 OPAS Budget Narrative

Project Funding Period

2021 OPAS: July 1, 2020- December 31, 2022

Instructions

In this section, the Bidder must provide a detailed budget breakdown for the OPAS per state fiscal year (SFY) using the budget form which is available electronically at <http://grc.osu.edu/funding/current>. The Bidder must provide an accompanying budget narrative, detailing specific direct and indirect costs associated with the application. Please note that the sponsor limits overhead reimbursement (indirect costs) to 10% of total project costs. The study budgets must cover the duration of each subproject independently.

NOTE: There is NO ability to carryover unspent funds beyond the project designated state fiscal year(s), per year, or beyond project close dates, so selected Bidders must be able to spend the allotted dollars during the allotted timeframes.

Award funding may be used for direct costs, including but not limited to personnel expenses, software, and travel. Unallowable expenses include but are not limited to food, computer hardware, and equipment.

Funding requests should include:

- A. Direct costs related to:
 - i. Survey programming and testing;
 - ii. Data collection (including participant incentives);
 - iii. Data editing;
 - iv. Reports and deliverables;
 - v. Technical assistance (e.g., research requests from OSU); and
 - vi. Staff training.
- B. Indirect costs/overhead not to exceed 10% of total project costs.

Funding Restrictions

Funds may **NOT** be used for certain project expenses. These include:

- A. Capital expenses;
- B. Establishing loan repayment programs;
- C. Billing for Medicaid reimbursable services; and
- D. Payment for continuing medical education units.

Staff Biosketches/Credentials

[NIH biosketches](#) for:

- Principal investigator
- Senior methodologist
- Call center lead
- Senior CATI coder
- Data manager
- Project manager

For any additional key personnel listed in Section I of the Project Proposal Narrative, please list staff credentials.

OPAS Project Summary

OPAS Project Overview

Ohio Pregnancy Assessment Survey (OPAS) measures pre- and postnatal maternal health, health behaviors, and health system use associated with birth among mothers who recently gave birth to a live-born infant in Ohio. Sponsored by the Ohio Department of Health (ODH) and the Ohio Department of Medicaid (ODM), OPAS data are used to help develop and assess programs designed to identify high-risk pregnancies and reduce adverse pregnancy outcomes. The OPAS also provides data on maternal and infant health in Ohio Equity Institute (OEI) counties.

OPAS Project Scope of Work

As part of the OPAS, the funded entity will:

1. Review the Centers for Disease Control and Prevention's Pregnancy Risk Assessment Monitoring System (PRAMS) methodology documentation and be familiar with all current practices for successful OPAS implementation;
2. Review current literature and best practices for mixed-mode data collection as practices relate to updating and improving the PRAMS methodology for the OPAS, making recommendations to the OPAS team;
3. Implement OPAS planning and development including survey sample, contact strategy, contact materials, incentive strategy, data methodological approach, survey instruments, and data storage strategy;
4. Establish an IRB interagency agreement with the IRB authority for the OPAS, if needed;
5. Assist with finalizing the survey instrument;
6. Design the OPAS paper questionnaire in English and Spanish;
7. Program, test, and quality check the OPAS computer-assisted web interview (CAWI) and computer-assisted telephone interview (CATI) code into the selected design system (English and Spanish);
8. Administer and collect OPAS questionnaire, including the printing and mailing of pre-letters and paper survey booklets (including informed consent and frequently asked questions pages), the collection of data online via the CAWI, and over the telephone via the CATI;
9. Utilize tools to enhance the accuracy of contact information such as telephone numbers and mailing addresses;
10. Field the OPAS;
11. Provide weekly fielding updates to GRC via email;
12. Enable and conduct monitoring of telephone interviews;
13. Review the open-ended responses at least once per month and identify any that require follow-up from GRC;
14. Perform partial data analyses of the OPAS for quality checks at approximately 500 and 2,000 interviews, or when requested by GRC, and the final dataset;
15. Complete data editing of the OPAS, including data cleaning and missing data analysis;
16. Construct final weighted datasets (limited, research and full versions) for the OPAS, including derived variables, in SAS, Stata, and CSV formats;
17. Prepare a final methodology report and codebooks for the OPAS datasets;
18. Participate in weekly meetings with the GRC to discuss project progress and emerging issues;
19. Participate in monthly meetings with the GRC and OPAS Executive Committee to discuss project development and progress; and
20. Assist with data analysis as requested.

OPAS Methods Considerations

See prior methodology reports at: <http://grc.osu.edu/funding/current>.

The following methods considerations should be addressed and referenced in the application:

- Sampling
 - Describe the proposed complex sample design which allows for state-level and regional estimates for key sub-populations
 - Defend proposed sample design and contact strategy in detail, referencing possible alternatives
- Questionnaire
 - Describe CATI, CAWI and PAPI programming, validation procedures, and testing
 - Each mode should be programmed in English and Spanish
- Data collection
 - Describe suggested contact strategies and their effect on the response rate
 - Call center practices, including staff training, respondent contact protocols, quality assurance, conversion practices, adverse event strategies, hours of call operations
 - Interview monitoring -- internal by staff and through remote access by GRC staff
- Data processing/data editing
 - Describe survey weighting and estimation techniques including non-response and calibration adjustments and defend these techniques compared to alternatives
 - Describe protocols for producing restricted use files
 - Describe data protection techniques and policies
 - Describe process for quality checking datasets

OPAS Project Deliverables

Project Deliverables for Period Signature of Contract or July 1, 2020 through December 31, 2022:

- Regular attendance in meetings with ODM and GRC staff and the OPAS Executive Committee to discuss progress (throughout the project duration);
- Collaboration with ODH, ODM and GRC to finalize the survey instrument, sampling plan, and maximize response rates (throughout the development process);
- Complete OPAS fielding (approximately 5,500 completed interviews) (expected completion by July 31, 2022);
- Interim databases with documentation at the completion of 25%, 50%, and 100% of interviews (throughout the data collection period);
- Weekly fielding reports containing replicate size, counts of interviews per mode (CAWI, CATI, PAPI), refusals, cooperation rate (unweighted by lower and upper bounds), and RR#3 total (unweighted);
- Final processed survey data, including open-ended responses, survey weights, derived variables, and data labels (by September 30, 2022);
- Codebooks describing the final processed survey datasets (by September 30, 2022);
- Methodology Report detailing the survey methodology, including but not limited to details about study design, fielding protocols, response patterns and the creation of survey weights (by September 1, 2022);
- A copyedited version of the OPAS Methodology Report (by September 30, 2022);
- Technical assistance requests, as requested (throughout project duration);
- Submit monthly invoices (throughout project duration); and
- Submit monthly progress reports (throughout project duration).

Appendices

Appendix A: Legal Proposal and Contract Requirements

SECTION I: Definitions

The following definitions are relative to this Request for Proposal (hereinafter referred to as RFP), and any addenda incorporated hereafter:

Addendum (a): Written instruments, issued solely by, that detail amendments, changes or clarifications to the specifications and terms and conditions of this RFP. Such written instruments shall be the sole method employed by the University to amend, change or clarify this RFP and any claims (from whatever source) that verbal amendments, changes or clarifications have been made shall be summarily rejected by the University.

Agreement or Contract: Award resulting from the RFP.

ARO: After receipt of order.

Bid Closing Date: The date and time specified in this RFP by which the Proposal must be received by the University's Purchasing Department in accordance with Section II, Item 1 of this RFP. Proposals received after such date and time will not be considered.

Bidder: Respondent to the RFP.

EST: Eastern Standard Time.

GRC: Ohio Colleges of Medicine Government Resource Center.

May, Should: Indicates something that is requested but not mandatory. If the Bidder fails to provide requested information, the University may, at its sole option, either request that the Bidder provide the information or evaluate the proposal without the information.

OSU, University, Purchaser: The Ohio State University.

Proposal: Response provided by Supplier or Bidder.

RFP: Request for Proposal.

Shall, Must, Will: Indicates a mandatory requirement - failure to meet mandatory requirements will invalidate the bid response, or result in rejection of a proposal as non-responsive.

SECTION II: RFP Terms and Conditions

The Government Resource Center (GRC) reserves the right to:

- Reject any or all Proposals received in response to this RFP;
- Request clarification from any Bidder on any or all aspects of its proposal;
- Cancel and/or reissue this RFP at any time;
- Retain all Proposals submitted in response to this RFP; and,
- Invite some, all, or none of the Bidders for interviews and further discussion.

Provisions: If any provisions in a resultant agreement are held to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way.

Ethical Conduct: It is expected that once a purchase order or contract is issued, vendors not receiving an award will not undertake any actions that might interfere with, or be detrimental to, the contractual obligations of the University. The University reserves the right to take any and all actions deemed appropriate in response to unethical conduct by a vendor. Such actions include, but are not limited to, establishing guidelines for campus visits by a vendor, and/or removal of a vendor from the University's bidders' list(s).

Apart from a contact required for any on-going business at the University, vendors are specifically prohibited from contacting any individual at or associated with the University regarding this RFP. Vendor communication shall be limited to the Purchasing Department contact named on the cover page of this document. A vendor's failure to adhere to this prohibition may, at the University's sole discretion, disqualify the vendor's Proposal.

Cancellation for Lack of Funding: A resultant agreement may be canceled without any further obligation on the part of the GRC in the event that sufficient appropriated funding is unavailable to assure full performance of its terms. The vendor shall be notified in writing of such non-appropriation at the earliest opportunity.

Termination of Agreement: Consistent failure by the vendor to meet the terms and conditions of a resultant agreement deemed by the University, in its sole discretion, to be a material breach of the agreement, including, but not limited to delivery, required service-levels, quality, and invoice inaccuracies, will constitute a default of the agreement by the vendor. In the event that said default continues for a period of thirty (30) days after the vendor receipt of notice-of-default from the University, the University reserves the right to immediately terminate the agreement. Termination shall in no way limit the University's right to recover damages that occur as a result of the vendor's breach. Either party may cancel a resultant agreement after ninety (90) days from the effective date of the agreement by giving the other party thirty (30) days prior written notice of intent.

Quote: Response must be valid for 120 days.

Contract Term: The contract term will commence on July 1, 2020 or receipt of the purchase order, whichever is later, and continue through December 31, 2022. Pricing will remain firm for the initial period. At the end of the initial period, the contract may be renewed, pending continued project funding from OSU-GRC sponsors for an additional five (5) 1-year periods (at the same terms and conditions), upon

the signed mutual agreement between the University and the awarded vendor. The University will review requests for price increases for each of the 5 renewal periods.

The University, at its sole discretion, reserves the right to extend any resultant contract, under the same pricing and terms and conditions, to some or all University areas.

SECTION III: RFP Schedule and Other Forms

RFP Schedule of Events: the GRC will make every effort to adhere to the schedule below:

RELEASED BY: the Ohio Colleges of Medicine Government Resource Center (GRC)

RFP ISSUED: April 6, 2020

INQUIRY PERIOD BEGINS: April 6, 2020

INQUIRY PERIOD ENDS: May 1, 2020

PROPOSAL DUE DATE/BID CLOSING DATE: May 6, 2020

Due prior to issuance of purchase order or University contract:

The following **MUST** be properly completed by Bidders, and **MUST** be received by the University prior to the issuance of a purchase order or University contract. If not included in the bid-response package, the University reserves the right to request the following from (at its sole discretion) some, all, or none of the respondents. The University also reserves the right to define and impose reasonable deadlines for the receipt of the following; failure to meet such deadlines **MAY**, at the sole discretion of the University, invalidate the bid response.

- Signed and dated Bidder Signature Page
- DUA
- Certificate of Insurance, upon request

The University reserves the right to request from (at its sole discretion) some or all of the respondents, any further information or documentation that it deems necessary for the issuance of a purchase order or University contract.

Multiple or Alternate Proposals

OSU welcomes multiple Proposals from a single Bidder, but OSU requires each such Proposal to be submitted separately from every other Proposal the Bidder makes. Additionally, the Bidder must treat every Proposal submitted as a separate and distinct submission and include in each Proposal all materials, information, documentation and other items this RFP requires for a Proposal to be complete and acceptable.

No alternate Proposal may incorporate materials from another Proposal made by the Bidder or refer to another Proposal. OSU will judge each alternate Proposal on its own merits.

Appendix B: Forms

Bidder Signature Page

(Needed for Purchase Order Process - optional)

Any joint proposal must be signed by all bidders (when applicable: see Appendix A, Section II)

Bidder #1

By signing this document I am agreeing on behalf of my firm to the specifications of this RFP and accepting, without exception or amendment, The Ohio State University's "RFP Terms and Conditions" and the "Purchase Order Terms and Conditions." Any purchase order or University contract issued as a result of this RFP shall be subject to these terms and conditions. Should a Bidder propose exceptions to the Terms and Conditions cited above, the Bidder must submit such proposed exceptions and/or amendments in writing and in its bid response package by the Bid Closing Date/Time. The Ohio State University reserves the right to reject some, all, or none of the proposed exceptions and/or amendments and asserts its Terms and Conditions as described herein.

Company Name:	
Address:	
City/State/Zip:	
Federal Tax ID:	
Email Address:	
Phone:	
Fax:	
Authorized Signature:	
Signature Date:	
Printed Name:	
Title:	

Bidder #2

By signing this document I am agreeing on behalf of my firm to the specifications of this RFP and accepting, without exception or amendment the University's "RFP Terms and Conditions" and the "Purchase Order Terms and Conditions." Any purchase order or University contract issued as a result of this RFP shall be subject to these terms and conditions. Should a Bidder propose exceptions to the Terms and Conditions cited above, the Bidder must submit such proposed exceptions and/or amendments in writing, and in its bid response package, by the Bid Closing Date/Time. The University reserves the right to reject some, all or none of the proposed exceptions and/or amendments and asserts its Terms and Conditions as described herein.

Company Name:	
Address:	
City/State/Zip:	
Federal Tax ID:	
Email Address:	
Phone:	
Fax:	
Authorized Signature:	
Signature Date:	
Printed Name:	
Title:	

Appendix C: Additional Study Details

The OPAS is a statewide, ongoing, targeted population-based survey that utilizes the Centers for Disease Control and Prevention (CDC) Pregnancy Risk Assessment Monitoring System (PRAMS) methodology to collect information on and attitudes of residential women who had a live birth in Ohio. At the request of the Ohio Department of Health (ODH) and the Ohio Department of Medicaid (ODM), GRC is administering the OPAS to assist in the monitoring of maternal and infant health.

The OPAS data provide information not available from other sources about pregnancy and the first few months after birth. This information can be used to identify groups of Ohio women and infants at high risk for health conditions, to monitor changes in maternal health status, and to measure progress towards goals in improving the health of Ohio mothers and infants. Additionally, the OPAS provides data to measure progress in Ohio's maternal and infant health (MIH) initiatives and is used by researchers to investigate emerging issues in the field of reproductive health.

The OPAS is a stratified mixed collection mode random survey of residential women who gave birth in Ohio. Relevant populations of interest, such as the nine Ohio Health Equity Institute (OEH) counties, are oversampled to facilitate analysis of Ohio's MIH initiatives and ongoing program development. Sampled women are contacted approximately 2-6 months after delivery and can participate by completing a mailed survey, online survey, or telephone survey.

Please note that GRC utilizes the CDC PRAMS core questions as the basis for the OPAS. Additionally, when preparing for the next OPAS iteration each year, ODH and ODM identify other CDC PRAMS developed questions for inclusion in the survey.

Appendix D: Evaluation of Proposals

Evaluation of Proposals, Generally

The evaluation process may consist of up to three distinct phases:

1. The Procurement Representative’s Initial Review of all Proposals for Defects;
2. The Evaluation Committee’s Evaluation of the Proposals; and
3. Request for More Information (Interviews, Presentations, and/or Demonstrations).

Proposal Evaluation Criteria

In the Proposal evaluation phase, the Evaluation Committee will rate the Proposals submitted in response to this RFP based on the following criteria and weight assigned to each criterion, to a total of 1,000.

Criteria	Weight	Requirements Rubric			
		Does Not Meet	Meets	Exceeds	Greatly Exceeds
GENERAL REQUIREMENTS					
ORGANIZATIONAL CAPACITY - 15%					
Bidder Profile	25	0	5	7	9
Past Project Performance	75	0	5	7	9
Equipment and Software Requirements	40	0	5	7	9
Support Requirements	10	0	5	7	9
STAFF QUALIFICATIONS – 30%					
Project Management	90	0	5	7	9
Sample Design and Weighting	60	0	5	7	9
Survey Instrument Development	20	0	5	7	9
Data Management	40	0	5	7	9
Data Analysis and Report Writing	40	0	5	7	9
Interviewers	50	0	5	7	9
SURVEY METHODOLOGY – 30%					
Survey Instrument Development and Pretesting	40	0	5	7	9
Sample Design	70	0	5	7	9
Interview Training and Procedures	70	0	5	7	9

Requirements Rubric

Criteria	Weight	Does Not Meet	Meets	Exceeds	Greatly Exceeds
Response and Cooperation Rates	50	0	5	7	9
Weighting	40	0	5	7	9
Data Coding and Cleaning	20	0	5	7	9
Database Construction	20	0	5	7	9
ANALYTICAL PLAN – 5%					
Summary Report	30	0	5	7	9
PROJECT MANAGEMENT – 9%					
Project Management Plan and Weekly Reports	30	0	5	7	9
Project Schedule	30	0	5	7	9
Staffing Plan	30	0	5	7	9
RESOURCE ALLOCATION – 6%					
Time Commitment	60	0	5	7	9
COST SUMMARY - 5%	60	0	5	7	9
TOTAL (100%)	(1,000)				

Interviews, Demonstrations, and Presentations

The Proposal Evaluation Committee may require some Bidders to interview with the committee, make a presentation about their Proposal, and/or demonstrate their products or services. Such presentations, demonstrations, and interviews provide a Bidder with an opportunity to clarify its Proposals and to ensure a mutual understanding of the Proposal's content. The presentations, demonstrations, and interviews will be scheduled at the convenience and discretion of the evaluation committee. The evaluation committee may record any presentations, demonstrations, and interviews.