Solicitation Information
March 9, 2011

Addendum #1

LOI # 7448308

TITLE: ARRA –IHW Healthy Places Survey Consultant

Submission Deadline: 22 March 2011 @ 9:30 AM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

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RFP# 7448308

1. Regarding "Response Contents": Should items 1 and 2 be included separately or appended to the Technical or Cost Proposal?

   A: The RIVIP generated bidder certification should be included as a cover sheet to the entire packet. The W9 can be included just after the cover sheet (before the technical proposal and cost proposal.)

2. Where is the existing school data housed? Would the selected consultant need to gather the available data from the state, districts, or schools?

   A: Most data will be available from the RI Department of Health and RI Department of Education. Some data will be available from Centers for Disease Control and Prevention, and may be available as either a data set or only a summary of state data. Some qualitative information may come from key partners. The consultant will be expected to work with the Departments of Health and Education to gather this data. At this point in the project, we do not expect the consultant to gather data directly from schools or districts – only to identify and analyze existing data.

3. Aside from guaranteeing a representative sample in the resident survey, are there expectations for how many surveys need to be collected?

   A: No, we expect the consultant to provide IHW with recommendations for sample size.

4. How many in-person meetings are anticipated?

   A: For the resident survey, in person meetings can be limited to 2-3 and work can be done via phone and email. For the school reports, we expect 1-2 meetings with partners in the early phase of the project and possibly a final meeting to present findings. We expect that the initial meeting will need to take the form of strategic planning, and may be approximately 2 hours.

5. Is the survey intended to reflect household compliance with IHW goals, or individual compliance with IHW goals?

   A: The survey is intended to capture individual awareness, perceptions, and behaviors.

6. Will the Rhode Island Department of Health provide addresses for state residents in order to distribute surveys by mail?

A: No. The consultant should factor in the purchase of this type of information, if needed.

7. Can the statewide residents be surveyed via email? If so, will the Rhode Island Department of Health have accessible and provide email addresses for state residents?

A: While we think email is probably the most cost effective option, there are concerns that lower income populations may not have sufficient internet access in order to ensure a representative sample. A web/email based survey may be proposed, as long as the consultant has a plan to obtain a sufficient sample from this population.

8. Can a draft of the existing IHW Survey referenced in the Solicitation be provided?

A: IHW will provide the consultant with surveys from researchers, community initiatives, and CDC as examples. We do not want the current draft ideas to sway the consultant's recommendations. IHW would like to start with the overall goals and purpose of the survey, and have the consultant to ultimately develop (with IHW input) a survey that includes the following topics:

- **Availability of healthy, affordable foods in the community**
- **Availability and marketing of unhealthy foods in the community**
- **Where residents currently shop and why**
- **Overall perceptions of the neighborhood**
- **Safety (crime and traffic)**
- **Availability and condition of parks and playgrounds in the community**
- **Availability and condition of sidewalks in the community**
- **Perceptions about community leader support for health initiatives**
- **Awareness of and use of IHW's webpages**
- **Awareness of and participation in We Can! childhood obesity prevention program**
- **Awareness of and participation in Great Outdoors Pursuit events**
- Demographics

9. What formats would IHW like to receive raw data from survey results? (excel, access, SQL?)

A: Preferably excel. A data dictionary is also required that includes variable definitions and calculations.

10. What electronic format will the school and/or district information come in?

A: We anticipate that the first step of this process will be the identification of data sources, review of information contained within those data sources, and assessment of relevance to program needs. The consultant will need to work with RI Department of Education to determine the format of the data. A substantial amount of work in the first few months of the project may be required to meet with RIDE to better understand how school data is collected and stored, and to become familiar with the data sets.

In some cases data sets will be available, in other cases we may only have access to Centers for Disease Control's summary reports. When data files are available, we expect that they will be available in SAS, SPSS, and/or Access.

11. Can you give examples of the type of information contained within the school information?

A: A summary of potential data sources can be found here: http://www.thriveri.org/moreinfo/school_data.html

Some surveys are part of a national data collection effort. The Youth Risk student behaviors (including physical activity and nutrition behaviors.) The School Health Profiles (http://www.cdc.gov/healthyyouth/profiles/) contain state level data on school health policies and practices. This survey has information about physical activity policies and practices, availability of foods in schools, and health/PE teachers' satisfaction, training, and skills. School Health Policies and Practices Study (http://www.cdc.gov/HealthyYouth/shpps/) data is available at the district and school level. SHPPS assesses school health policies and programs.

Some data will come from state-developed surveys, such as SurveyWorks (http://www.ride.ri.gov/PSI/SupportIntervention/DataWorks/SurveyWorks.aspx). RIDE also conducts surveys of principals, which may contain information useful to this project.

In some rare cases, partners may have anecdotal or documented information that could potentially be collected in a more systematic fashion. The consultant may choose to include some of this information in reports.

12. How large do you anticipate the school and/or district information from each source?

A: The amount of information from each source will vary, and the consultant will be responsible for culling through that information with IHW to develop a data analysis plan. Because of the potentially large amount of information available, we do not expect the consultant to analyze or use all data. Instead, we will be looking to the consultant to provide recommendations to IHW on which pieces of data, at what level (district or school), and from which sources, will best meet the needs of the program. We will then expect the consultant to develop reports based on those recommendations, resources and time limitations, and input from IHW.