

# Healthy Youth Survey

## RFP No. 2021HCA16

### Amendment No. #1

**Date Issued:** 11/10/2021

**To:** RFP Bidders

**From:** Danielle Mortenson, RFP Coordinator

**Purpose:** The answers to questions submitted by bidders by November 5, 2021, per Section 1.2 Estimate Schedule of Procurement Activities.

This amendment hereby modifies and is attached to RFP No. 2021HCA16. All other terms, conditions, and specifications remain unchanged.

The above referenced solicitation is amended as follows:

1) Q&A:

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#	Section	Bidder Questions	HCA Answers
1	1.4	Who is responsible for setting up the questionnaire? Questionnaire content will be provided by the agency (HYS) or the vendor team should have the expertise to set up the questionnaire?	The HYSPC develops the questionnaires. The vendor is involved in content development, as representatives within the Planning Committee. Survey questions come from standardized instruments that have been used over multiple years and tested for validity. New HYS questions are field tested with youth (by the Vendor) to make sure they understand the questions correctly. The Vendor is expected to have expertise to prepare questionnaires for survey use. This includes formatting, programming into e-survey format, and quality checks.

2	1.4	<p>Can you please provide list of mode of Surveys - For example: Through website; sharing links using email/text, Automated Phone Surveys, Live Phone Surveys, paper-mail survey, in-person survey (sending team to school etc.). There is also a reference in page 6 of 39 of the RFP which states " Starting in 2021, HYS was administered as an electronic "e-survey" by default". Going forward, will web-based electronic survey be the primary medium for this survey?</p>	<p>Web-based electronic survey will be the default survey mode moving forward. The other mode used is paper/pencil surveys for schools who request that mode. There were 22 schools who requested paper/pencil for the 2021 administration. The Vendor is expected to compile and format survey delivery for both modes, and coordinate printing and shipping in conjunction with a secondary external vendor for paper/pencil surveys.</p>
3	1.4	<p>If schools request to administer a paper-and-pencil survey, what is the process to administer such survey? Do you want vendor to work with schools, share survey material, participate in getting survey done and ensure paper data is scanned/entered in the system? Please help us understand your expectations.</p>	<p>Yes, the expectation is for the Vendor to work closely with schools to communicate, conduct outreach, registration, recruitment, assure survey coordinators are trained, provide language for coordinating with parents, etc.</p> <ul style="list-style-type: none"> <li>•Printing of paper/pencil surveys is completed in coordination with a secondary external vendor.</li> <li>•The Vendor is responsible for shipping paper/pencil surveys to schools, receiving surveys back from schools, and scanning and entering data. We are open to some changes and new ideas being made to our current process.</li> </ul>
4	1.4	<p>For cost-efficiency, can the HYS vendor use or leverage state licenses for commercial survey software (e.g., SurveyMonkey, Qualtrics, other)? The idea would be to eliminate or reduce survey platform costs compared to the vendor acquiring separately.</p>	<p>No, the HYS vendor will not be permitted to use state licenses for software. The vendor will be responsible to purchase the necessary software.</p>
5	1.4	<p>Is the Wilson score interval test an acceptable method for calculating standard error/variance for HYS survey response outcomes? Some data visualization platforms use that for unequally weighted survey data.</p>	<p>Historically, HYS products have relied on Wald interval methodology via the PROC SURVEYFREQ command in SAS for producing confidence intervals. While HYS products have not used Wilson score intervals in the past, we are open to exploring implementing this methodology. However, the contractor would need to provide justification for the proposed change, a description of any potential impact on report interpretability at all geographic and subpopulation levels, and a plan to mitigate any impact on data product users who often compare reports across survey years.</p>

6	1.4	In the 2021 HYS, how many schools administered the survey via pen and paper? Approximately how many students?	In 2021 HYS, 22 schools administered via pen and paper. This totaled approximately 6770 surveys.
7	1.4	Does the requirement to house and surface the data from the previous HYS surveys include the private data as well as the public, or only the public?	The requirement to house and surface data from previous HYS surveys includes data at all levels. A log-in will be required to access school district and school building level data, but state, ESD, and County level data will be public.
8	1.7	For our institution, indirect costs for Washington State Health Care Authority contracts are typically limited to 10%. Are indirect costs an allowable cost for this bid? If so, are the indirect costs included as part of the \$360,000 and \$100,000 budget limitation for Component A and Component B, respectively?	Indirect costs are allowable up to 10% and must be considered within the total maximum budget.
9	1.7/1.8	Does the 10% "Contingency on all Deliverables" mean payment of the final 10% of the cost of each deliverable upon completion?	Final 10% of payment per deliverable will be provided upon deliverable approval by the HYSPEC and HCA Contract Manager.
10	3.3	When previous data is shared, in what format will the data files be delivered? (i.e. CSV, Access, SQL, etc.)	Data files will be STATA and SAS files and can be converted to .CSV, .XLSX, or other formats.
11	3.4	There was a question about the number of contracts between the agency applying and the state of Washington – our center does not directly process the proposal, our Office of Sponsored Programs does. In our instance, do we answer the larger answer for our parent/umbrella organization, or just for our team specifically? To clarify: do you want to know how many Washington State Contracts have been issued to our team/center (Center for the Study of Health & Risk Behaviors, which would be at least 5 current/past contracts) or how many have been issued to our university (UW has 196 contracts with state agencies)?	The number of Washington State contracts between the Center for the Study of Health & Risk Behaviors.

12	3.8/3.9	Organizational Capabilities for Component A and Component B, respectively, ask for "...two (2) separate narrative descriptions in response to each of the specifications below...". Only specifications 3.8.2 and 3.9.2 lend themselves to multiple narratives. Can you confirm that two separate narratives apply only to sections 3.8.2 and 3.9.2?	Yes, please provide multiple narratives for 3.8.2 and 3.9.2, and only one narrative for remaining sections within Organizational Capabilities.
13	Exhibit D	Recruitment and registration are described as collaborative efforts between Contractor and the HYSPC. How are recruitment and registration expenses allocated between the two? Specifically, 3.1 of Schedule A of Exhibit D says, "If needed, the Contractor will also collaborate with HYSPC to manage the printing, fulfillment, and shipping process by a separate contracted printer, and will produce for HYSPC a survey production fulfillment report." We would like to confirm who pays for this (and, depending on the answer, need to know if these costs of printing, fulfillment and shipping should be included in this bid or not).	All recruitment and registration costs should be included in this bid aside from the actual cost of survey printing, shipping, and survey form language translations which the HYSPC is responsible for. The contractor should anticipate managing coordination and administrative tasks related to printing, shipping, and survey form translations.
14	Exhibit D	In Section 7.2 of Exhibit D, the Contractor is expected to provide "...an estimated 106 hours of ad hoc support and consultation" to be paid at an hourly rate. Is this rate set by HYSPC or is it negotiated with the Contractor? Is attendance at the monthly HYSPC meetings included in the contract or outside of it?	This rate is negotiated with the Contractor. Monthly HYSPC meeting attendance is included in the contract and is paid at an hourly rate.
15	Exhibit E	Per Component B, Draft Contract, Section 2.1.4, is the use of the "...EDS school district log-in" for user authentication required or simply one option?	The use of EDS school district log-in is one option for access. If a different system is proposed, it must adhere to all WSIRB and data security protocols as outlined in the RFP.