

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: OHIO BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM (BRFSS)

CONTRACT No.: CSP901110

EFFECTIVE DATES: 07/01/09 to 12/31/12

The Department of Administrative Services has accepted proposals submitted in response to Request for Proposal No. CSP901110 that opened on April 15, 2009. The evaluation of the proposal responses has been completed. The Offeror listed herein has been determined to be the ranking Offeror and has been awarded a Contract for the services listed. The respective proposal response including, Contract Terms & Conditions, any proposal amendment, special contract terms & conditions, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated, or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to the Ohio Department of Health (ODH), as applicable.

The Agency is eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Request for Proposal.

Questions regarding this and/or the Requirements Contract may be directed to:

Dana L. King, CPPB  
dana.king@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



[www.ohio.gov/procure](http://www.ohio.gov/procure)

Signed: \_\_\_\_\_  
Hugh Quill, Director

OHIO BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM (BRFSS) PROGRAM SYNOPSIS: The Ohio BRFSS is the premier health behavior survey for Ohio. The Ohio BRFSS is primarily funded by CDC and has been conducted in Ohio since 1984. The CDC provides the State with financial and technical assistance to conduct the Ohio BRFSS. In Ohio, the ODH uses the BRFSS to collect data from Ohio residents on individual risk behaviors and preventive health practices related to the leading causes of mortality and morbidity. Macro International is the current Contractor for the ODH's BRFSS Program.

The ODH's BRFSS mission for this procurement are to collect statewide information by landline telephone, cellular telephone, mail follow-up, and Web-based follow-up surveys from a representative sample of adults using a survey process that strictly adheres to ODH and CDC protocols and standards for quality assurance on an annual basis.

This section gives only a summary of the Project Requirements.

1. Methodologies, processes, and procedures required for the Ohio BRFSS Program.
2. Communication and status review between all parties.
3. Technical support to ODH regarding programming of the questionnaires, sample design, data editing and processing, weighting of the data, and analyses of the data.
4. Providing ODH and CDC with standard (ASCII) data sets containing responses to the BRFSS landline, cell phone, mail follow-up, and Web-based follow-up interviews from split-questionnaires from a representative sample of Ohio residents 18 years of age or older.
5. Providing ODH and CDC with a standard (ASCII) data set containing responses to the Asthma Call-Back survey.
6. A software and data program to be developed or modified to meet reporting requirements.
7. A staffing plan that identifies all material personnel required.
8. A clearly defined quality assurance process.
9. Proactive measures towards the Identification of any potential problem areas, recommended solutions to the problem areas, and any assumptions used in developing those solutions.
10. The Contractor shall provide expert service, reporting, and advice to the Agency, regarding its Program. The Contractor shall work with the State to develop a strategy to help the state of Ohio meet its goals for this Program.
11. Complete up to 934 BRFSS landline telephone interviews per month and 21 cell phone interviews per month of randomly selected Ohio residents 18 years of age or older using a multi-split questionnaire design.
12. The Contractor shall also complete up to 50 Asthma Call-Back telephone interviews per month of adults and/or children who reported a lifetime prevalence of asthma in the BRFSS survey for themselves and/or a child in the household.
13. Ci3-CATI is the preferred Computer Assisted Telephone Interviewing (CATI) software system for data collection. The CATI software must follow skip patterns based on the category of answers to one or more prior questions. The CATI software must make random selections based on prior questions (for example, randomly choose one adult in the household to interview or choose one child at random based on the number of children in the household).  
  
The CATI software must provide consistency edits and response-code range checking. The CATI software must manage the telephone sample, including call back schedules and disposition coding. The Ci3-CATI system shall be used where the administration of the questionnaire can be replicated and viewed at another monitor.
14. A telephone line monitoring system shall be used that allows both the interviewer and the respondent to be heard.
15. Monthly systematic monitoring shall be completed by the Contractor for all interviewers. The Contractor will train interviewers prior to the commencement of each new survey instrument, develop interviewer scripts and protocols to deal with respondents' questions, concerns, and initial refusals, using the appropriate training materials.
16. Telephone samples paid by the Centers for Disease Control and Prevention (CDC) are provided monthly by Genesys, Inc. along with reverse address match files that contain the last names and addresses of those in the landline sample that have listed telephone numbers. The Contractor shall prepare advance letter notifications and mail them prior to data collection allowing at least three (3) days to one (1) week for respondents to receive them before they are called for an interview.

17. The Contractor will implement and actively manage the sample design monthly to determine if more or less sample is needed to complete the target number of interviews.
18. CDC has the ability to add or decrease samples quarterly based on the completion rate of the prior quarter. The Contractor will check and edit the data collected by using the EditFix program provided by CDC. The Contractor shall have the ability to provide specified files to the Behavioral Surveillance Branch (BSB), CDC by means of its upload/download site to submit monthly datasets and also to receive information, programs, and data files. Starting in calendar year 2010, the Contractor shall do non-respondent mail, and possibly Web-based follow-up surveys for those that do not complete the survey via landline telephone.

COST SUMMARY

TITLE: OHIO BEHAVIORAL RISK FACTOR SURVEILLANCE SYSTEM (BRFSS)

RFP NO.: CSP901110

INDEX NO.: DOH054T

UNSPSC NO.: 93141600

EFFECTIVE DATE OF SERVICES: July 1, 2009

The initial Contract length will be for three (3) years, with a potential for up to two (2), two-year renewal options, and an effective date of July 1, 2009. All elements in the tables below represent guaranteed values, with firm fixed prices. Any minimum charges or mandatory programs/charges should be clearly stated in the section below.

The successful Offeror shall be expected to complete approximately 12,084 interviews per year (1,007 per month).

Year /Period 1 (07/01/09-12/31/10)	OAKS Item ID Number			
Cost Category (BASED ON 25 & 30 MINUTE INTERVIEWS)		Completed Interviews Annually	Per Interview Cost	Total
BRFSS	16300	16,848	\$38.68 (25 minutes) \$43.00 (30 minutes)	\$651,680.64 \$724,464.00
Asthma Call-Back	16301	900	\$40.00	\$36,000.00
BRFSS Cell Phone (FOR ADULTS WHO DO NOT HAVE LANDLINE TELEPHONES)	16302	378	\$140.00	\$52,920.00
TOTAL				\$740,600.64 \$813,384.00
Year 2 (01/01/11-12/31/11)	OAKS Item ID Number			
Cost Category (BASED ON 25 & 30 MINUTE INTERVIEWS)		Completed Interviews Annually	Per Interview Cost	Total
BRFSS	16300	11,232	\$39.55 (25 minutes) \$44.08 (30 minutes)	\$444,225.60 \$495,106.56
Asthma Call-Back	16301	600	\$41.00	\$24,600.00
BRFSS Cell Phone (FOR ADULTS WHO DO NOT HAVE LANDLINE TELEPHONES)	16302	252	\$143.50	\$36,162.00
TOTAL				\$504,987.60 \$555,868.56
Year 3 (01/01/12-12/31/12)	OAKS Item ID Number			
Cost Category (BASED ON 25 & 30 MINUTE INTERVIEWS)		Completed Interviews Annually	Per Interview Cost	Total
BRFSS	16300	11,232	\$40.54 (25 minutes) \$45.18 (30 minutes)	\$455,345.28 \$507,461.76
Asthma Call-Back	16301	600	\$42.03	\$25,218.00
BRFSS Cell Phone (FOR ADULTS WHO DO NOT HAVE LANDLINE TELEPHONES)	16302	252	\$147.09	\$37,066.68
TOTAL				\$517,629.96 \$569,746.44
TOTAL INITIAL CONTRACT TERM				\$1,763,218.20 (25 minutes) \$1,938,999.00 (30 minutes)

Years 4 & 5 (01/01/13-12/31/14)		OAKS Item ID Number		
Cost Category (BASED ON 25 & 30 MINUTE INTERVIEWS)			Completed Interviews Annually	Per Interview Cost Total
BRFSS	16300		11,232	\$41.55 (25 minutes) \$47.41 (30 minutes) \$466,689.60 \$532,509.12
Asthma Call-Back	16301		600	\$44.19 \$26,514.00
BRFSS Cell Phone (FOR ADULTS WHO DO NOT HAVE LANDLINE TELEPHONES)	16302		252	\$181.38 \$45,707.76
TOTAL				\$538,911.36 \$604,730.88
Years 6 & 7 (01/01/15-12/31/16)		OAKS Item ID Number		
Cost Category (BASED ON 25 & 30 MINUTE INTERVIEWS)			Completed Interviews Annually	Per Interview Cost Total
BRFSS	16300		11,232	\$42.59 (25 minutes) \$48.60 (30 minutes) \$478,370.88 \$545,875.20
Asthma Call-Back	16301		600	\$45.30 \$27,180.00
BRFSS Cell Phone (FOR ADULTS WHO DO NOT HAVE LANDLINE TELEPHONES)	16302		252	\$185.92 \$46,851.84
TOTAL				\$552,402.72 \$619,907.04

COST CATEGORY	OAKS Item ID Number	OFFEROR'S COST
Programming & Testing – Implementation of Survey Split (Including data processing)	16303	Cost per Incident due to a Change: <u>\$1,435 per minute</u>
Cost for Additional Added Questions	16304	Cost per Minute or per additional question: <u>\$1.20 per minute per interview</u>
Other		
Mail Survey (costs per year)	16350	\$29,522.00*
Web Survey (costs per year)		\$16,653.00

NOTE: All costs are in U.S. Dollars.  
 \*Costs all include mailing from the Contractor's office and metered postage.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

OAKS Vendor ID no.: 0000157628

Abt SRBI, Inc.  
275 Seventh Ave., Suite 2700  
New York, NY 10001

CONTRACT NO.: CSP901110-1 (12/31/12)

TERMS: Net 30 Days

CONTRACTOR'S CONTACT:

Dr. Marilyn Wilkinson  
8403 Colesville Rd.  
Silver Spring, MD 20910

Telephone: (301) 608-3883

FAX: (301) 608-3888

e-mail: m.wilkinson@srbi.com

PAYMENT ADDRESS:

Abt SRBI, Inc.  
P.O. Box 846134  
Boston, MA 02284