

## **Bid Request**

Iowa Department of Education  
Iowa Youth Risk Behavior Survey

**Submission Deadline: June 9, 2008, 4:30 p.m.**

Project completion: Phase One, February 28, 2009

Phase Two, February 28, 2010

(Depending on continuing CDC funding)

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, gender, disability, religion, age, political party affiliation, or actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204.

## **Purpose**

The purpose of this Request for Bids is for individual/group to submit proposals which will include survey administration, collection of data, analysis, reporting of results (2 reports), web ready reports, and development of a consumer brochure for the Centers for Disease Control and Prevention (CDC)-mandated 2009 Iowa Youth Risk Behavior Survey (IYRBS) under the HIV Prevention Cooperative Agreement, 1U87/DP001192-01, with the Iowa Department of Education's HIV/AIDS Program. Phase One (Administration of Survey and Data Collection) of the IYRBS survey will be completed by February 28, 2009. Phase Two (Data Analysis and Summary Reports with Development of a Consumer Brochure of Results and Trend Data) of the IYRBS will be completed by February 28, 2010, contingent on ongoing 2009 – 2010 funding of the Iowa Department of Education's HIV/AIDS Program Centers for Disease Control and Prevention (CDC) Co-operative Agreement. The Iowa Department of Education intends to notify the recipient of the bid by June 30, 2008. 2005 Iowa Youth Risk Behavior Survey available at <http://www.iowa.gov/educate/content/view/1411/366/> .

## **Goal and Requirements**

The overall goal for this project is to work with the Iowa Department of Education, HIV/AIDS Program, Westat (CDC contractor for YRBS data analysis), and CDC to administer and report results for the 2009 Iowa Youth Risk Behavior Survey. The qualified individual will sign a contract with the Iowa Department of Education describing the project purpose, goals, objectives, activities, and itemized narrative budget for each year. Budget should include at least personnel salaries and fringe, supplies, travel, sampling, administration, and evaluation component costs, communication costs, printing and other budget areas as needed, each year separately.

The qualified individual/group will have a background in education, measurement, statistics, research methods and the Iowa School Health Profiles (ISHP) and Iowa Youth Risk Behavior Survey (IYRBS) or other comparable educational survey experiences in other states. In addition, the qualified individual/group will have experience in evaluation, analysis and reporting.

## **Format and Content of Bid Proposals**

The bid request due **June 9, 2008**, shall be a brief typewritten proposal not to exceed six pages.

All bids shall include the qualified individual's full name, address, telephone number, tax identification number, fax number, a contact email and a description of professional qualifications and experiences in education, measurement, statistics, research methods, Iowa School Health Profiles, Iowa Youth Risk Behavior Survey, comparison to national findings as applicable, evaluation analysis and reporting. Also include 2 or 3 references who can address former data collection/evaluation projects.

Description of proposal to review, examine, compare, analyze, report, develop recommendations and state priorities to the extent possible from previously conducted Iowa Youth Risk Behavior Surveys and the Iowa School Health Profiles as needed.

A proposed two-part narrative, itemized budget **with project completion date of Phase One February 28, 2009 and Phase Two February 28, 2010.**

Please include contact information for 2 or 3 references who can address former evaluation projects.

One copy of the bid request shall be submitted, electronic submissions are welcome to:

Sara A. Peterson, HIV/AIDS Project Director  
Iowa Department of Education, HIV/AIDS Program  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146  
[sara.peterson@iowa.gov](mailto:sara.peterson@iowa.gov)

**Bid Evaluation**

The HIV/AIDS Project Director and two DE Consultants will review and evaluate all bids by the individual's qualifications, proposals to meet the project purpose, goal, and project requirements, the proposed budget, and references. The evaluation will be on a scale for each area of not meeting, meeting or exceeding expectations and the total cost. The selected bid is subject to the approval of the Chief, Nutrition, Health and Transportation Services, Iowa Department of Education.

**Final Deliverable**

**Phase One, February 28, 2009;** the individual/group submits a summary report documenting completion of Phase One components during the first year of the RFP and invoice for Phase One. **Phase Two, February 28, 2010,** (contingent on continuing CDC funding) the selected individual/group submits a final written report, executive summary, and web-ready document detailing the projects findings including, purpose, goal, information, development of layout for a general public brochure with the final 2009 YRBS results and trend data from previous weighted YRBS reports, and a final Phase Two budget invoice.