

ATTACHMENT 2 CONTRACT TERMS

EXHIBIT D – WORK TO BE PERFORMED

1.0 SCOPE OF SERVICES

- 1.1. **TERM.** Services are expected to be performed by the consultant from the date of the execution of the contract through October 29, 2007.
- 1.2. **FOCUS GROUP ADMINISTRATION:** This RFP seeks a contractor to conduct six facilitated discussion groups of at least ten persons each with the following stakeholder groups: line social workers (two groups), parents (two groups), and caregivers (one (1) group of relative caregivers and one group of non-relative caregivers). Participants in discussion groups will be recruited from counties statewide and groups will be held in the Los Angeles area and the Bay Area.
 - 1.2.1 **Contacts and recruitment.** Contractor will take initial contact list from AOC and recruit persons who are willing to both recruit facilitated group discussion participants and to host the discussion groups. Contacts may include county welfare directors, community based organization staff, social worker union staff, staff to associations of parents or caregivers, or others. Contractor must facilitate the recruitment process, providing contacts with written materials describing the project and answering questions
 - 1.2.2 **Scheduling.** Contractor will provide AOC with a schedule of discussion groups and update it on an on-going basis.
 - 1.2.3 **Preparation of facilitation plan.** AOC will provide contractor with detailed topic guides for each facilitated discussion group from which the contractor will develop a facilitated discussion group script and plan for guiding each type of group—social workers, parents, relative caregivers and non-relative caregivers.
 - 1.2.4 **Logistics.** Funds will be available to provide rent for meeting space and travel, food and incentives for the facilitated group discussion participants. Contractor will work with the AOC and any third party discussion group hosts to ensure that food and rent are compensated.
 - 1.2.5 **Facilitating.** Contractor will travel with one or more AOC staff members to conduct facilitated discussion groups in northern and southern California. It is expected that the scheduling process will cluster facilitated discussion groups

so that three groups will be conducted in Northern California and three in Southern California, and that at least two and preferably all the groups can be conducted on one trip. Contractor will facilitate groups lasting six hours and ensure that all material is recorded (AOC can provide taping equipment).

- 1.2.6 Notes. Contractor will provide brief (1-2 pages) notes on the principal themes and findings of each focus group.
- 1.2.7 Identification of persons to give testimony to the Blue Ribbon Commission. Contractor will assist AOC staff with identification of one or more representatives from each group to present a summary of findings to the Blue Ribbon Commission.
- 1.3. TRANSCRIPTIONS. Contractor will provide tape of each discussion group to AOC's contract transcriber, and check the transcription for accuracy when it is completed.
- 1.4. CONFIDENTIALITY. The contractor must agree to observe rigorous measures for the protection of subject confidentiality and anonymity. All tapes, transcripts, participant lists and signed informed consent agreements are confidential and must be returned with the final deliverables. The contractor is to retain no information about any participant's identity, location, or interview status.
- 1.5. DELIVERABLES AND DUE DATES: The contractor will be asked to do the following, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

1.5.1 Phase 1: Schedule Focus Groups

First Deliverable: <i>Schedule Groups and complete topic guides</i>		Due Date
	Contact court personnel to identify appropriate contacts; begin contacting a range of possible facilitated discussion group hosts and recruiters for each group type; begin scheduling discussion groups.	June 18 through June 29, 2007
	Review topic guides for the three categories of discussion groups; create scripts and guidelines for the groups.	June 18 through June 29, 2007
	Prepare additional written materials: fact sheets and informed consent documents.	June 18 through June 29, 2007
Deliverable 1 is due	Discussion group planning, scheduling, and guidelines completed and provided in written form. Upon completion and Acceptance of Deliverable 1, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 1	June 29, 2007

1.5.2 Phase 2: Conduct Discussion Groups

Second Deliverable: <i>Discussion Groups conducted</i>		Due Date
	Conduct at least 3 discussion groups.	July 2 through July 20, 2007
	Continue working with identified contacts to revise or complete discussion group scheduling and recruiting.	July 2 through July 20, 2007
Deliverable 2 is due	Conduct at least three discussion groups according to guidelines, provide tapes and notes. Upon completion and Acceptance of Deliverable 2, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 2	July 20, 2007

1.5.3 Phase 3: Conduct Discussion Groups: Complete Discussion Groups

Third Deliverable: <i>Complete Discussion Groups</i>	Due Date
Conduct remaining discussion groups and interviews.	July 23 through August 10, 2007
Deliverable 3 is due Conduct remaining three discussion groups and interviews according to guidelines, provide tapes and notes. Upon completion and Acceptance of Deliverable 3, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 3	August 10, 2007

1.5.4 Phase 4: Transcripts and Notes:

Fourth Deliverable: <i>Transcripts and notes</i>	Due Date
Review transcripts for accuracy.	August 13 through October 12, 2007
Deliverable 4 is due Forward reviewed and corrected transcripts in written format. Upon completion and Acceptance of Deliverable 4, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 4	October 12, 2007