

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 September 7, 2007.
- 1.2. **INVENTORY OF ALL STUDY-RELATED MATERIALS:** Contractor will work with CFCC staff to identify locations of all existing hard copy and electronic materials related to the Snapshot studies, including data files, questionnaires, methodology write-ups, fact sheets, and research updates. There will be data files in multiple formats for an estimated 25 to 30 different surveys across all waves of the study (five surveys for each cohort, plus additional surveys in selected years, as described in Section 1.3 of the RFP). Due to confidentiality issues, Contractor will be required to work onsite at the AOC San Francisco office for a major portion of the project.
 - 3.2.1. Contractor will compile an inventory of these materials, including a brief description of each data file or other document, and provide it to the Project Manager for review. If the Project Manager recognizes that materials are missing from the inventory, Contractor will make revisions as necessary.
 - 3.2.2. Contractor will prepare a list of items that could potentially be purged from the archive and provide it to the Project Manager for review prior to deleting any files.
 - 3.2.3. Contractor will identify and destroy any personally identifying information that may still be linked with the data sets, subsequent to Project Manager approval.
- 1.2. **DATA FILE CONVERSION.** Contractor will convert all data sets to a common file format (text, SAS, or SPSS), to be determined in collaboration with the Project Manager.
- 1.3. **SUMMARY-LEVEL DOCUMENTATION.** Contractor will prepare documentation for each data set that includes the source questionnaire, formats, and a variable guide.
- 1.4. **ARCHIVE OF ALL STUDY-RELATED MATERIALS.** Contractor will organize all materials into a central repository and index them with hyperlinks on an Excel spreadsheet or HTML page.
- 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: Inventory All Study-Related Materials

First Deliverable: <i>Identify Study Materials and Prepare Inventory</i>	Due Date
Work with CFCC staff to identify locations of hard copy and electronic files related to the Snapshot studies.	June 4 through June 29, 2007
Draft format of inventory and forward to Project Manager for approval.	June 4 through June 11, 2007
Review materials and develop descriptions for inventory.	June 4 through June 29, 2007
Deliverable 1 is due	June 29, 2007
Inventory completed and provided to Project Manager in electronic 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	

1.5.2 Phase 2: Convert Data Sets to Common File Format

Second Deliverable: <i>Data Set Conversion</i>	Due Date
Work with Project Manager to determine preferred file format(s) for data sets.	July 2 through July 6, 2007
Convert all data sets to a common file format (text, SAS, or SPSS)	July 2 through July 13, 2007
Deliverable 2 is due	July 13, 2007
Data sets converted to text, SAS, or SPSS and forwarded to Project Manager for review.	
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	

1.5.3 Phase 3: Prepare Summary-Level Documentation

Third Deliverable: <i>Data Documentation</i>	Due Date
Work with Project Manager to determine content and format of documentation.	July 16 through July 20, 2007
Prepare documentation.	July 16 through August 10, 2007
Deliverable 3 is due	<p>Data documentation completed and provided to Project Manager in electronic form.</p> <p>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</p>
	August 10, 2007

1.5.4 Phase 4: Create Archive of All Study-Related Materials

Fourth Deliverable: <i>Create Archive</i>	Due Date
Work with Project Manager to determine appropriate format and location of archive.	August 13 through August 17, 2007
Organize all materials into the archive and index them with hyperlinks on an Excel spreadsheet or HTML page.	August 13 through September 7, 2007
Deliverable 4 is due	<p>Archive saved to network drive. Excel spreadsheet or HTML page indexing materials submitted to Project Manager in electronic form. Hyperlinks in Excel spreadsheet or on HTML page tested by Project Manager.</p> <p>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</p>
	September 7, 2007