

## APPENDIX 5: DETAILED SCOPE OF WORK

The purpose of Appendix 5: *Detailed Scope of Work* is to detail the activities described in the Project Narrative that will serve as the “roadmap” for completing all project activities. It is to provide specific, measurable, attainable, and time limited activities to reach the Project Objectives. Write activities in chronological order to clearly demonstrate how activities will be implemented to achieve each objective. The Proposer may propose modified or additional activities.

For each activity, describe:

- What will be done, and quantify activities, as applicable (ranges may be used, e.g. 3-5 focus groups)
- The percentage of the total deliverable that the activity represents (percent deliverables must total 100%).
- Start and end dates for each activity;
- The personnel responsible (i.e. position title) for completion of each activity, including Subcontractors/Consultants;
- The tracking measure (i.e. product or deliverable) that will be submitted to CDPH/CTCP to document the progress and/or completion of each activity;

This template provides the minimum required Scope of Work activities.

Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
<b>OBJECTIVE 1. Submission of Survey Plans</b> By April 30, 2021, the Contractor will have completed the first wave of CDPH/CTCP approved Survey Plans and received Institutional Review Board approval. By February 29, 2024, the Contractor will have updated and submitted for approval by CDPH/CTCP, Survey Plans as requested by CDPH/CTCP.					
1.1	Develop and submit to CDPH/CTCP for approval a comprehensive Survey Sampling and Recruiting Plan which must minimally include a detailed		03/2021 – 04/2021		Draft Survey Sampling and Recruiting Plan  Final Survey Sampling

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	<p>description of the following:</p> <ul style="list-style-type: none"> <li>a. Sampling methodology</li> <li>b. Recruitment plan, including secondary recruiting strategy</li> </ul> <p>Study sample must be:</p> <ul style="list-style-type: none"> <li>a. California youth ages 12 – 17 years old</li> <li>b. Representative of California’s racially, ethnically, culturally and geographically diverse youth population</li> <li>c. At least 10% of the annual sample size must have been past 30-day tobacco users and at least 14% of the annual sample size must have been past 30-day marijuana users</li> </ul> <p>Update Survey Sampling and Recruiting Plan as needed or as requested by CDPH/CTCP and submit for approval by CDPH/CTCP prior to the next survey wave.</p>		05/2021 – 02/2024		and Recruiting Plan with feedback from CDPH/CTCP incorporated

Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
1.2	<p>Develop and submit to CDPH/CTCP for approval a comprehensive Survey Administration, Data Management and Analysis Plan that minimally includes:</p> <ul style="list-style-type: none"> <li>a. Method of survey administration</li> <li>b. Number of survey waves per year</li> <li>c. Time of year of survey waves</li> <li>d. Software or other technologies</li> <li>e. Data cleaning methodology</li> <li>f. Survey weight methodology</li> <li>g. Statistical analytic methodology, including how the survey waves can be aggregated</li> </ul> <p>Update Survey Administration, Data Management and Analysis Plan as needed or as requested by CDPH/CTCP and submit for approval by CDPH/CTCP prior to</p>		<p>03/2021 – 04/2021</p> <p>05/2021 – 02/2024</p>		<p>Draft Survey Administration, Data Management and Analysis Plan</p> <p>Final Survey Administration, Data Management and Analysis Plan with feedback from CDPH/CTCP incorporated</p>

Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
	the next survey wave.				
1.3	Obtain Institutional or State Institutional Review Board for all project activities prior to start of any project activities and update as needed.				<p>Institutional Review Board approval or exemption/exclusion letter.</p> <p>Updated Institutional Review Board approval or exemption/exclusion letter, as needed.</p>
<p><b>PROJECT OBJECTIVE 2. Consultation and Survey Development</b></p> <p>By February 29, 2024, the Contractor will have provided relevant expertise consultation, including cognitive, pilot, and validity testing, to CDPH/CTCP for the Teens, Nicotine, and Tobacco Survey development.</p>					
2.1	<p>Develop and submit to CDPH/CTCP for approval a comprehensive Survey Development Outline to:</p> <ul style="list-style-type: none"> <li>a. Provide consultation services to CDPH/CTCP for survey measure development</li> <li>b. Allow for new survey items during each wave of data collection</li> <li>c. Cognitively test new survey items</li> </ul>		<p>03/2021 – 04/2021</p> <p>05/2021 – 02/2024</p>		<p>Draft Survey Development Outline</p> <p>Final Survey Development Outline with CDPH/CTCP feedback incorporated</p>

Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
	<p>d. Pilot test new surveys and new survey items</p> <p>e. Validity test responses</p> <p>Update Survey Development Outline as needed or as requested by CDPH/CTCP and submit for approval by CDPH/CTCP prior to the next survey wave.</p>				
2.2	Provide certified translation services to translate data collection documents from English into Spanish.		03/2021 – 02/2024		Translated data collection documents
2.3	Based on the approved Survey Development Outline, provide consultation services to CDPH/CTCP for survey measures development for each survey wave.		03/2021 – 02/2024		Draft survey instrument with consultation comments
2.4	Based on the approved Survey Development Outline, administer cognitive tests in English and Spanish for each survey wave, as requested by CDPH/CTCP.		03/2021 – 02/2024		Report of survey cognitive test findings and recommendations
2.5	Based on the approved Survey Development Outline, administer		03/2021 – 02/2024		Report of survey pilot testing findings and

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	pilot tests in English and Spanish for each survey wave, as needed.				recommendations
2.6	Based on the approved Survey Development Outline, complete validity testing, as requested by CDPH/CTCP.		03/2021 – 02/2024		Report of survey validation findings and recommendations
<p><b>PROJECT OBJECTIVE 3. Conduct Survey Sampling and Recruitment, Survey Administration, Data Management, Data Analysis</b></p> <p>By February 29, 2024, the Contractor will have completed [x] survey waves per year and submitted to CDPH/CTCP [x] Survey Interim Reports with survey data.</p>					
3.1	Based on the approved Survey Sampling and Recruiting Plan, per wave sample and recruit [x] California youth from [x].				
3.2	Develop and submit to CDPH/CTCP for approval, programmed online survey.				<p>Draft programmed online survey</p> <p>Final programmed online survey with CDPH/CTCP feedback incorporated</p>
3.3	Based on the approved Survey Data Management and Analysis Plan, administer the online survey to California youth ages				

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	12 – 17 years old.				
3.4	Based on the approved Survey Data Management and Analysis Plan, provide survey weighting variables.				
3.5	Based on the approved Survey Data Management and Analysis Plan, provide data management and data cleaning during data collection waves.				
3.6	<p>After each survey wave, submit Survey Interim Reports to CDPH/CTCP no later than six weeks after the data collection is complete. Survey Interim Reports will minimally include: detailed methodologies, codebooks, main results, limitations, and project progress.</p> <p>Raw dataset(s) and cleaned dataset will accompany the submission of each Survey Interim Report. Cleaned datasets will include survey weights and value labels, submitted securely as an [x] data file.</p>				<p>Survey Interim Report</p> <p>Raw dataset(s) in [x]</p> <p>Cleaned dataset in [x]</p> <p>Statistical code in [x]</p>

Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
	Statistical code created to clean and analyze will accompany the submission of each Survey Interim Report. Code will be submitted securely as an [x] file.				
<p>PROJECT OBJECTIVE 4. Submission of a Focus Group Plan</p> <p>By [Date], the Contractor will have completed the first wave of CDPH/CTCP approved Focus Group Plan and received Institutional Review Board approval. By February 29, 2024, the Contractor will have updated and submitted for approval by CDPH/CTCP, Focus Group Plans as requested by CDPH/CTCP.</p>					
4.1	<p>Develop and submit to CDPH/CTCP for approval, a Focus Group Plan that minimally includes: sampling and recruiting strategy, methods and guidelines to conduct focus groups, and analysis and interpretation of data. Focus Group Plans will be approved by CDPH/CTCP prior to project implementation.</p> <p>Update the Focus Group Plan as needed or as requested by CDPH/CTCP and submit for approval by CDPH/CTCP prior to the next survey wave</p>		<p>03/2021-04/2021</p> <p>05/2021-02/2024</p>		<p>Draft Focus Group Plan</p> <p>Final Focus Group Plan with CDPH/CTCP feedback incorporated</p>
4.2	(Submit for IRB approval, if				IRB approval



Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
	submitted as a separate project from TNT survey.)				documentation
<p><b>PROJECT OBJECTIVE 5. Conduct Focus Groups</b></p> <p>By February 29, 2024, the Contractor will have completed [x] focus groups per year and submitted to CDPH/CTCP [x] Focus Group Interim Reports.</p>					
5.1	Based on the approved Focus Group Plan, create data collection tools to conduct focus groups.				<p>Draft focus group guide</p> <p>Final focus group guide with CDPH/CTCP feedback incorporated</p>
5.2	Based on the approved Focus Group Plan, sample and recruit [x] California youth from [x] for each focus group.				Focus group participant documentation
5.3	<p>Based on the approved Focus Group Plan, conduct, at a minimum, [x] focus groups per year.</p> <p>[x] - [x] focus groups will occur between March 1 and May 31 in each calendar year.</p> <p>At least one – three CDPH/CTCP staff will observe each focus group.</p>				
5.4	After each set of focus groups,				Focus Group Interim

Activity #	Activities	Percent Deliverable	Start Date - End Date	Responsible Parties	Tracking Measures
	submit Focus Group Interim Reports to CDPH/CTCP no later than 4 weeks after the data collection is complete. Focus Group Reports will minimally include: transcripts, codebooks, data analysis methods, results and summary of findings, limitations, and suggestions / conclusions.				Report Data Files
<p><b>PROJECT OBJECTIVE 6. Maintain Communication</b></p> <p>By February 29, 2024, the Contractor will have maintained consistent and effective communication with CDPH/CTCP.</p>					
6.1	<p>Submit for approval from CDPH/CTCP an annual project timeline for all survey waves and focus groups.</p> <p>The annual project timeline will be approved by CDPH/CTCP prior to project implementation.</p>		<p>03/2021 – 04/2021</p> <p>01/2022 – 02/2022</p> <p>01/2023 – 02/2023</p>		<p>Draft TNT Project Timeline</p> <p>Final TNT Project Timeline with CDPH/CTCP feedback incorporated</p>
6.2	Once to twice per month, communicate by either teleconference or in-person with CDPH/CTCP staff to ensure that SOW activities and deliverables		03/2021-02/2024		Agendas and Meeting Minutes

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	are being met, whether the project is on schedule, limitations or challenges to completing the project, and to provide informal interim findings as requested by CDPH/CTCP.				
6.3	<p>Every six months, the Contractor will provide a written Progress Report submitted to CDPH/CTCP using a template provided by CDPH/CTCP. The Progress Reports will be due at the six-month mark of each project year and an expanded year-end report due at the end of the project year. The Progress Report will minimally include:</p> <ul style="list-style-type: none"> <li>a. Status of progress and accomplishments</li> <li>b. A description of any challenges or barriers encountered and how they were addressed</li> <li>c. Suggestions to avoid the experienced challenges or barriers in the future</li> <li>d. Suggestions for improvement or other changes to the TNT</li> </ul>				Progress Report

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	Project				
6.4	<p>Annually, attend one teleconference with CDPH/CTCP staff and youth surveillance contractors, to contribute to a discussion of the CDPH/CTCP youth tobacco surveillance program.</p> <p>Participate in ad-hoc meetings with CTCP staff as requested by Contractor or CTCP.</p>		03/2021-02/2024		Agenda and Meeting Minutes
6.5	<p>Annually, submit a comprehensive TNT Project Annual Report in Americans with Disabilities Act (ADA) compliant form, submitted at the end of each project year to CDPH/CTCP. The Annual Report should reflect work conducted across the entire project for that year (i.e. all survey waves and all focus groups) and must contain the following information at a minimum:</p> <ol style="list-style-type: none"> <li>Executive summary</li> <li>Background</li> </ol>		<p>01/2022-02/2022</p> <p>01/2023-02/2023</p> <p>02/2024</p>		<p>Draft TNT Project Annual Report</p> <p>Final TNT Project Annual Report in ADA compliant form (Word and PDF) with feedback from CDPH/CTCP incorporated</p> <p>Public Use Data File in SAS or SPSS</p>

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	<ul style="list-style-type: none"> <li>c. Detailed methodologies and codebooks, including key changes in methodology across survey waves, if applicable</li> <li>d. Main results, including key trends across survey waves, if applicable               <ul style="list-style-type: none"> <li>i. Presentation of results (e.g. data tables, data visualizations, key quotes that symbolize qualitative themes)</li> <li>ii. Mixed-methods results (e.g. how the focus group results informed survey methods; how the focus group results were used to achieve a deeper understanding of survey results)</li> </ul> </li> <li>e. Methodology limitations</li> <li>f. Recommendations for the future</li> <li>g. Conclusion</li> </ul>				