

**DEPARTMENT OF STATE HEALTH SERVICES
CONTRACT NO. HHS000085700001
AMENDMENT NO. 2**

The Department of State Health Services (“System Agency”) and ICF Macro, Inc. (“Contractor”), collectively the Parties to the Center for Health Statistics Texas Behavioral Risk Factor Surveillance System (BRFSS) Program (the “Contract”) effective December 19, 2019 and denominated as Department of State Health Services Contract No. HHS000085700001 (“Contract”), now want to amend the Contract.

Whereas, the Parties want to revise the Statement of Work; and

Whereas, the Parties want to amend the total not-to-exceed amount in Article V of the Contract; and

Whereas, the Parties want to add funds for the 2021 calendar year;

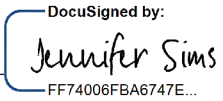
The Parties therefore amend the Contract as follows:

1. The total not-to-exceed amount in Article V of the Contract, Budget is changed from “987,267.36” to a total not-to-exceed amount of “1,992,486.36”.
2. This Amendment adds Calendar Year 2021 funding in the not-to-exceed amount of \$1,005,219.00.
3. All expenditures under the Contract will be in accordance with Attachment A-1, Revised Budget.
4. Attachment B, Statement of Work is deleted in its entirety and replaced with Attachment B-1, Revised Statement of Work, to the Contract to outline the work to be completed January 1, 2021 through December 31, 2021.
5. This Amendment shall be effective upon execution.
6. Except as modified by this Amendment, all terms and conditions of the Contract, as amended, shall remain in full effect.
7. Any further revisions to the Contract shall be by written agreement of the Parties.

SIGNATURE PAGE FOLLOWS

**SIGNATURE PAGE FOR AMENDMENT NO. 2
DSHS CONTRACT NO. HHS000085700001**

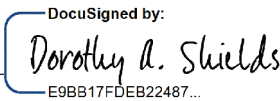
DEPARTMENT OF STATE HEALTH SERVICES ICF MACRO, INC.

By:  _____
FF74006FBA6747E...

Name: Jennifer Sims

Title: Deputy Commissioner

Date of signature: February 25, 2021

By:  _____
E9BB17FDEB22487...

Name: Dorothy A. Shields

Title: Director, Contracts

Date of signature: February 25, 2021

THE FOLLOWING DOCUMENTS ARE ATTACHED TO THIS AMENDMENT AND THEIR TERMS INCORPORATED INTO THE CONTRACT BY REFERENCE:

ATTACHMENT A-1: REVISED BUDGET

ATTACHMENT B-1: REVISED STATEMENT OF WORK

**ATTACHMENT I-: Contractor's Proposal submission dated December 16, 2020
Response (hereby incorporated by reference)**

**ATTACHMENT A-1
REVISED BUDGET**

A. Contractor will be paid in accordance with the Budget outlined in the table below:

Project	Number of Surveys	Cost Per Survey	Total
OY1 BRFSS Landline Telephone Survey Completes	1,956	\$85.82	\$167,862.94
OY1 BRFSS Cellular Telephone Survey Completes	8,076	\$100.19	\$809,109.20
Adult Asthma Callback Landline Telephone Survey Completes	97	\$39.61	\$3,842.07
Adult Asthma Callback Cellular Telephone Survey Completes	403	\$38.34	\$15,452.38
Child Asthma Callback Landline Telephone Survey Completes	19	\$103.72	\$1,970.69
Child Asthma Callback Cellular Telephone Survey Completes	81	\$86.19	\$6,981.72
Total proposed cost for the year			\$1,005,219.00

B. Contractor shall request payments using the State of Texas Purchase Voucher. Contractor can download a Form B-13, State of Texas Purchase Voucher and instructions at <http://www.dshs.texas.gov/grants/forms.shtm>.

C. The State of Texas Purchase Voucher, and any supporting documentation, should be submitted using one of the following methods:

1. Email to the following addresses:
 Email: invoices@dshs.texas.gov
 cc: CMSInvoices@dshs.texas.gov
 cc: Rebecca.Wood@dshs.texas.gov
2. Mail to the following address:
 Department of State Health Services
 Claims Processing Unit, MC 1940
 1100 West 49th Street
 P.O. Box 149347
 Austin, Texas 78714-9347
3. Fax to the following number: (512) 458-7442

ATTACHMENT B-1
REVISED STATEMENT OF WORK FOR 01/01/2021 – 12/31/2031

I. CONTRACTOR RESPONSIBILITIES

Contractor will:

1. Submit a Final Work Plan to Texas BRFSS Coordinator at BRFSS@dshs.texas.gov, including a specific timeline for the delivery of all data collection tasks, within five days of the effective date of the Contract.
2. Develop interviewer training materials upon execution.
3. Provide Computer Assisted Telephone Interviewing (CATI) programmed version of the survey questionnaire prior to the beginning of the survey year for DSHS testing.
4. Provide DSHS with a completed state data layout form (DSHS will provide format) that will be sent to CDC upon execution.
5. Provide DSHS with an English and Tex-Mex Spanish version of the survey in CATI format (with all CATI notes) and DSHS-preferred format in Microsoft Word prior to the beginning of the survey year.
6. Provide DSHS the ability to monitor live interviews off-site. This includes DSHS being able to view the screen as the interview is in progress, as well as hear the interview in progress.
7. Hold biweekly meetings via conference call with Texas BRFSS Coordinator to discuss projects and survey progress. A spreadsheet should be developed between the Contractor and DSHS to discuss progress and related issues.
8. Submit monthly technical reports by the 15th of the following month of interviews including: assignment of interviewers, response rate, cooperation rate, refusal rate, disposition distributions, number of calls per complete and per partial complete, and the number of completed interviews by geographic strata, sex, age, race and language for both landline and cellphone surveys on the TX BRFSS project portal.
9. Submit to the project portal an annual technical report including the above information, plus an overall description of the sampling plan, data collection protocols, and any issues or changes that developed during the year for the Texas BRFSS.

10. Within one business day of occurrence, respond to DSHS with the calling disposition history of respective record if a respondent calls or emails DSHS to be removed from the calling database.
11. Respond to DSHS data collection issues and concerns via email or phone call to discuss how to fix the problems within one week of DSHS inquiry.
12. Final approval of deliverables is subject to CDC review.

A. Landline Telephone Survey Deliverables

1. Ensure advance letter notifications are printed out and mailed (preferably out of Austin, Texas) one week prior to the start of each month's data collection.
2. Provide CDC with cleaned landline telephone survey data files monthly, by the 15th of the month following the previous month's data collection, to the project portal using CDC-specified formats via CDC's upload/download site.
3. Provide DSHS with cleaned landline telephone survey data files by the 15th of the month following the previous month's data collection, as well as copies of all files submitted to CDC, via the project portal. Monthly data files must include all call histories from the sample with DSHS-preferred variable names and variable labels.

B. Cellular Telephone Survey Deliverables

1. Provide CDC with cleaned cellular telephone survey data files monthly, by the 15th of the month following the previous month's data collection, to the project portal using CDC-specified formats via CDC's upload/download site.
2. Provide DSHS with cleaned cellular telephone survey data files by the 15th of the month following the previous month's data collection, as well as copies of all files submitted to CDC, via the project portal. Monthly data files must include all call histories from the sample with DSHS-preferred variable names and variable labels.

C. Asthma Callback Survey Deliverables

1. Provide CDC with quarterly cleaned Asthma Callback Survey data files, by the 15th of the month following the previous quarter's data collection, to the project portal using CDC-specified formats via CDC's upload/download site.
2. Provide DSHS with quarterly cleaned Asthma Callback Survey data files by the 15th of the month following the previous quarter's data collection, as well as copies of all files

submitted to CDC, via the project portal. Quarterly data files must include all call histories from the sample with DSHS-preferred variable names and variable labels.



ATTACHMENT I

December 16, 2020

Mr. Derek Porter, Contract Representative
State of Texas Department of State Health Services
1100 W 49th Street, MC 1990
Austin, Texas 78756
Email: derek.porter@dshs.texas.gov

SUBJECT: Texas Behavioral Risk Factor Surveillance System (BRFSS) Modification to Contract #HHS000085700001; ICF Pricing No. 2020_8204

Dear Mr. Porter:

ICF Macro, Inc. (ICF) is pleased to provide this Firm Fixed Price (FFP) modification proposal for the State of Texas, Department of State Health Services. ICF's FFP modification proposal consists of a breakdown of costs associated with BRFSS data collection and the Asthma callback survey under the existing Texas BRFSS Contract No. HHS000085700001.

ICF's modification proposal remains valid for a period of ninety (90) days from the date of this submission. ICF reserves the right to review its submission and to extend its offer or to revise its proposal at the end of the ninety (90) day period.

ICF looks forward to continuing to support the Department of Health and Social Services on this important initiative and we look forward to hearing about the status of our cost proposal. For all inquiries, requests, or clarifications regarding this submission please contact the following individuals: ICF Technical point of contact, Samantha Collins, Project Manager, Survey Research, at Samantha.Collins@icf.com and ICF Contract point of contact, Jane Ketchum, Contracts Manager, at Jane.Ketchum@icf.com or 301-572-0890.

Sincerely,


Lori P. Hunsberger
Sr. Manager, Contracts

Enclosures



POP: January 1, 2021 – December 31, 2021

Invoicing: ICF will invoice monthly based on the number of completes. Payment is due within 30 days of the invoice date.

Modification: Revised pricing requested to conduct 2021 survey data collection as detailed in the table below.

Project	Number of Surveys	Cost Per Survey	Total
OY1 BRFSS Landline Telephone Survey Completes	1,956	\$85.82	\$167,862.94
OY1 BRFSS Cellular Telephone Survey Completes	8,076	\$100.19	\$809,109.20
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Total proposed cost for the year			\$1,005,219.00

Price Related Assumptions

1. This proposal will be incorporated into any modification issued as a result of this submission.
2. Given the current impacts, both known and unknown, of the COVID-19 pandemic, for which there will likely be effects into the foreseeable future; personnel assignments, travel restrictions and other government mandates, may constrain our ability to conduct our services and provide deliverables as envisioned in this proposal. ICF reserves all rights to revise our delivery schedule and price due to such impacts from COVID-19 and will provide written notice of such proposed changes as needed
3. The DSHS will provide the TX BRFSS survey (Core + Modules + SAQs), TX Asthma Call-back Survey (ACBS) instruments in ready-to-program format. ICF will review the questionnaires and make any appropriate suggestions that would improve the quality of the data collection.
4. ICF assumes an average survey length of 25 minutes for TX BRFSS and 20 minutes for TX ACBS.
5. Sample will be provided by Marketing Systems Group.
6. Eligible respondents are adult (age 18+) Texas residents.



7. The annual TX BRFSS target sample size is expected to be 10,032 completed surveys—targeting 500 in 19 geographic areas.
 - a. 1,956 landline (19.5%) / 8,076 via cell (81.5%)
8. ICF assumes 600 ACBS completed surveys per year (500 adult asthma and 100 child asthma).
9. Surveys will be completed in English or Spanish. Approximately 6% of surveys will be completed in Spanish.
10. ICF will mail advance letters to landline and cell phone respondents (27,000 for landline sample and 38,170 for cell phone sample) with an Austin, TX postmark.
11. ICF will format the survey instruments for CATI data collection and will program, edit, and test the CATI script. Activities include:
 - a. Translating new questions into Spanish
 - b. CATI programming
 - c. CATI testing, including verification of skip patterns
 - d. Development of the data processing program
 - e. Internal project tracking system development
12. Interviewers will attend training specific to the TX BRFSS. Project management staff will produce a training manual and conduct the training sessions.
13. ICF will develop a Project Portal for the DSHS to monitor progress. The portal will be updated daily with project status reports and documents.
14. Survey deliverables will include clean, monthly datafiles according to CDC coding instructions in ASCII or other specified format, disposition reports, frequency reports, and technical reports.
15. ICF shall not be liable for performance delays as a result of circumstances not within our control.