

**SIGNATURE DOCUMENT FOR  
DEPARTMENT OF STATE HEALTH SERVICES  
CONTRACT NO. 537-16-0149**

**I. PURPOSE**

The Department of State Health Services ("System Agency"), an administrative agency within the executive department of the State of Texas and having its principal office in Austin, Texas, and ICF Macro, Inc. ("Contractor"), having its principal office in Fairfax, Virginia (each a "Party" and collectively "the Parties") enter into the following contract for implementation and coordination of the Texas Youth Risk Behavior Survey (the "Contract").

**II. LEGAL AUTHORITY**

This Contract is authorized by and in compliance with the provisions of Texas Health and Safety Code, Chapter 12.

**III. DURATION**

The Contract will take effect on September 1, 2016, and will terminate on August 31, 2018, unless terminated pursuant to the terms and conditions of the Contract. System Agency, at its own discretion, may extend this Contract for up to three additional two-year terms, subject to terms and conditions mutually agreeable to the.

**IV. BUDGET**

The total amount of this Contract will not exceed **ONE HUNDRED ONE THOUSAND ONE HUNDRED SEVENTY SEVEN DOLLARS (\$101,177.00)**. All expenditures under the Contract will be in accordance with **ATTACHMENT B, BUDGET**.

**V. CONTRACT REPRESENTATIVES**

The following will act as the Representative authorized to administer activities under this Contract on behalf of their respective Party.

**System Agency**  
Department of State Health Services  
PO Box 149347, MC1326  
Austin, Texas 78756  
Attention: Cecilia Allen, Contract Manager  
[Cecilia.Allen@dshs.state.tx.us](mailto:Cecilia.Allen@dshs.state.tx.us)

**Contractor**  
ICF Macro, Inc.  
9300 Lee Highway  
Fairfax, Virginia 22031  
Attention: Lisa Kralovic, Senior Manager,  
Contracts [Lisa.Kralovic@icf.com](mailto:Lisa.Kralovic@icf.com)

**VI. LEGAL NOTICES**

Any legal notice required under this Contract shall be deemed delivered when deposited by the System Agency either in the United States mail, postage paid, certified, return receipt requested; or with a common carrier, overnight, signature required, to the appropriate address below:

**System Agency**  
Department of State Health Services  
Attention: Lisa Hernandez, Office of General Counsel  
1100 W. 49<sup>th</sup> Street, MC 1911  
Austin, TX 78756

**Contractor**  
ICF Macro, Inc.  
9300 Lee Highway  
Fairfax, Virginia 22031  
Attention: Lisa Kralovic  
[Lisa.Kralovic@icf.com](mailto:Lisa.Kralovic@icf.com)

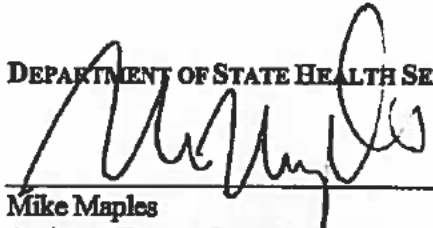
Legal notice given by Contractor shall be deemed effective when received by the System Agency. Either Party may change its address for notice by written notice to the other Party.

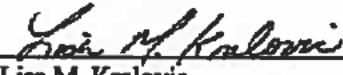
**SIGNATURE PAGE FOLLOWS**

**SIGNATURE PAGE FOR SYSTEM AGENCY CONTRACT NO. 537-16-0149**

**DEPARTMENT OF STATE HEALTH SERVICES**

**ICF MACRO, INC.**

  
\_\_\_\_\_  
Mike Maples  
Assistant Deputy Commissioner  
Department of State Health Services  
Date of Execution: 10-20-16

  
\_\_\_\_\_  
Lisa M. Kralovic  
Senior Manager, Contracts  
ICF Macro, Inc.  
Date of execution: October 3, 2016

**THE FOLLOWING ATTACHMENTS TO SYSTEM AGENCY CONTRACT NO. 537-16-0149  
ARE HEREBY ATTACHED AND INCORPORATED BY REFERENCE:**

- ATTACHMENT A - STATEMENT OF WORK**
- ATTACHMENT B - BUDGET**
- ATTACHMENT C - UNIFORM TERMS AND CONDITIONS**
- ATTACHMENT D - GENERAL AFFIRMATIONS**
- ATTACHMENT E - SUPPLEMENTAL & SPECIAL CONDITIONS**
- ATTACHMENT F - FEDERAL ASSURANCES AND CERTIFICATIONS**
- ATTACHMENT G - DATA USE AGREEMENT**
- ATTACHMENT H - SYSTEM AGENCY SOLICITATION NO. 537-16-0149**
- ATTACHMENT I - CONTRACTOR'S SOLICITATION RESPONSE**
- ATTACHMENT J - NON-EXCLUSIVE LIST OF APPLICABLE LAWS**

**ATTACHMENTS FOLLOW**

**ATTACHMENT A  
STATEMENT OF WORK**

**I. CONTRACTOR RESPONSIBILITIES**

The Contractor's tasks for Youth Risk Behavior Survey ("YRBS") data collection will overlap one another. The System Agency contractor must meet the following milestone goals no later than the completion dates.

<b>Milestones</b>	<b>Estimated Completion Date (dates will be confirmed by System Agency)</b>
Send clearance packages to all school districts	11/07/2016
Obtain clearance from 75% of school districts	2/03/2017
Obtain clearance from 85% of selected schools	3/03/2017
Set data collection dates for each school	5/01/2017
Conclude data collection	5/15/2017
Send answer sheets for scanning to CDC's contractor	5/29/2017

**A. Contractor Tasks**

In accordance with the RFP and Contractor's Solicitation Response, Contractor must:

1. Conduct the Texas YRBS in accordance with procedures and specifications provided by the CDC and the System Agency. Contractor will collect data throughout the spring semester of each odd-numbered school year;
2. Provide, at minimum, semi-monthly updates on recruitment of ISDs and schools, student participation, and other data collection activities by e-mail or telephone to System Agency;
3. Print the Portable Document Format (.pdf) version of the Texas YRBS questionnaire that is provided to System Agency by the CDC contractor as identified in the current CDC Handbook for Conducting the Youth Risk Behavior Survey and order scannable answer sheets from the CDC or its designee;
4. Follow quality assurance based the current CDC Handbook for Conducting Youth Risk Behavior Surveys;
5. Report any complaints to the System Agency within 24 hours;
6. Identify district and school addresses, telephone numbers, and contacts after the System Agency contractor has received the sample of schools selected to participate; and,
7. Establish clearance with school districts through the superintendent's office prior to contacting schools.

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**B. Performance Standards**

All Services provided under this Contract must be performed in accordance with the following standards, in addition to any standards described in the RFP are prescribed under applicable law.

1. No changes may be made to the YRBS survey questionnaire without prior approval of the System Agency;
2. Surveys performed pursuant to this Contract may only be administered in English;
3. System Agency and CDC retain all rights to the completed studies and reports, and the Contractor may not release any surveillance information or results without prior written approval from the System Agency;
4. Contractor must follow CDC's best practices for selection of classrooms after school clearance is established;
5. Contractor must use only survey administrators who have been cleared through a criminal background check;
6. Contractor shall protect state information and property and not destroy, falsify, or cause another to falsify, remove, steal, conceal, or otherwise misuse state information (including documents and oral information) or property;
7. Contractor's staff and subcontractors shall exhibit courtesy and respect in all interactions with clients, peers, coworkers, vendors, other contractors, and any other persons with whom an employee meets or works in relation to contractual activities;
8. Contractor shall comply with all deadlines in providing services under this Contract; and,
9. Contractor will provide accurate and verifiable information in all reports.

**C. Performance Measures**

System Agency will monitor the performance of the contract. All services and deliverables under this contract must be provided at an acceptable quality level, as recorded on the tracking forms provided by the Contractor to System Agency.

Proper performance will be characterized by the System Agency contractor meeting all standards established by the CDC and the System Agency for the Texas YRBS. System Agency will determine whether the standard has been met.

Failure to perform in accordance with these performance measures may result in termination of the contract.

**II. Required Tasks**

<b>Task</b>	<b>Deliverable</b>	<b>Estimated Deliverable Due Date</b>
<b>Task 1: Independent School District (ISD) and School Recruitment</b>		

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STATEMENT OF WORK**

<b>Task</b>	<b>Deliverable</b>	<b>Estimated Deliverable Due Date</b>
Track ISD clearance, state sample status, ISD and school participation status, and other information necessary to manage project, and determine response rate	E-mail copy of spreadsheet to track ISD and school participation to System Agency	11/14/2016
	E-mail copies of updated spreadsheets to System Agency at least semimonthly	10/14/2016 through 5/29/2017
Prepare ISD and school recruitment letters for superintendents and principals, as supplied by System Agency	Merge letter for System Agency Commissioner signature	N/A
Mail recruitment packets to district superintendents by October 7, 2016. Packet must include, at minimum: <ol style="list-style-type: none"> <li>1. Copy of recruitment letter to superintendent from System Agency;</li> <li>2. Copies of letters of support provided by System Agency ;</li> <li>3. Rationale and Survey Content form from the current <i>CDC Handbook for Conducting Youth Risk Behavior Surveys 2015</i>; and</li> <li>4. Copy of questionnaire</li> </ol>	E-mail copy of district recruitment packet to System Agency	11/07/2016
Mail recruitment packets to schools by one week after completion of district recruitments. Packet must include, at minimum: <ol style="list-style-type: none"> <li>1. Recruitment letter indicating district clearance had been obtained;</li> <li>2. Copies of letters of support;</li> <li>3. Rationale and Survey Content form from the current <i>CDC Handbook for Conducting Youth Risk Behavior Surveys 2015</i>; and</li> <li>4. Copy of questionnaire</li> </ol>	E-mail copy of school recruitment packet to System Agency	one week after completion of district recruitment
<p><b>Completion of Task 1 requires that:</b></p> <ol style="list-style-type: none"> <li>1. Prior to the start of any contract resulting from this solicitation, the System Agency sent updated school sampling frame information to CDC's contractor on September 15, 2016; and</li> <li>2. System Agency contractor follows up with non-responding ISDs and sampled schools between November 7, 2016 and May 15, 2017.</li> </ol>		

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Task	Deliverable	Estimated Deliverable Due Date
<b>Task 2: Classroom Selection</b>		
Obtain and develop classroom frame from selected school list provided by CDC contractor and select classes	E-mail list of selected classes in spreadsheet to System Agency in semimonthly update	within two weeks after completion of school recruitment
Establish tracking system and assign identification numbers to schools and classes in consultation with System Agency		within two weeks of completion of school recruitment
<b>Completion of Task 2 requires that:</b>		
<ol style="list-style-type: none"> <li>1. Prior to the start of any contract resulting from this solicitation, System Agency sent updated sampling frame information to CDC's contractor on September 15, 2016; and</li> <li>2. CDC's contractor will send a list of sampled schools by October 1, 2016.</li> </ol>		
<b>Task 3: Parent Permission Forms</b>		
Research and follow all ISD and school policies regarding parental consent. Determine if active or passive consent is necessary.	E-mail spreadsheet to SYSTEM AGENCY, indicating types of consent used for each school	two weeks after school is recruited
Draft and distribute parent permission forms in English and Spanish using samples from the current <i>CDC Handbook for Conducting Youth Risk Behavior Surveys 2015</i> , providing FAQs for parents on reverse side along with contact name and telephone number	E-mail copy of permission forms used for each school to System Agency for review and approval	four to six weeks prior to data collection
Monitor permission form returns throughout data collection		11/14/2016 through 5/15/2017
<b>Completion of Task 3 requires that:</b>		
<ol style="list-style-type: none"> <li>1. Tasks 1 and 2 are completed.</li> </ol>		
<b>Task 4: Survey Administration</b>		

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Establish survey administration dates for each selected school	E-mail copies of updated spreadsheets to System Agency semimonthly	11/14/2016 through 5/22/2017
<b>Survey Administrator Training Materials:</b>		
1. If community or school personnel are used for survey administration, plan and design training materials for all survey administrators according to CDC protocols	E-mail copy of training materials to System Agency for review and approval	2/15/2017
2. If System Agency contractor provides survey administrators, plan and design refresher training materials for all qualified survey administrators, or provide résumés of experienced survey administrators.	E-mail copy of training materials or résumés of experienced survey administrators that will be used to System Agency	2/15/2017
<b>Questionnaires:</b> As a modified questionnaire will be used:		
1. Order answer sheets (at no cost to System Agency contractor) from CDC contractor	E-mail number of answer sheets ordered to System Agency	1/06/2017
2. Questionnaire printing completed	Send copy of final questionnaire to System Agency in electronic and paper format	1/13/2017
<b>All supplies for administration will be provided by System Agency contractor:</b>		
1. Instructions developed for survey administrators	E-mail copy of instructions to System Agency for review and approval	2/1/2017
2. Confidentiality agreement developed and signed by survey administrators	E-mail copy of signed confidentiality agreements to System Agency	2/15/2017
3. Scripts for survey administrators developed based on the example provided in the current CDC <i>Handbook for Conducting Youth Risk Behavior Surveys 2015</i>	E-mail copy of scripts to System Agency for review and approval	2/15/2017
4. School-Level Sample Information Form completed for each school		
5. Classroom-Level Sample Information Form completed for each class		
6. A list of classes to be surveyed and their locations		



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7. Blank sheets of paper		
8. Number (#) 2 pencils		
9. Boxes or 9"x12" envelopes		
<b>Incentives:</b> Once System Agency contractor has surveys in hand, it will send the school an incentive check for \$500. Incentives will be part of System Agency contractor budget.		two weeks after surveys are received
<b>Completion of Task 4 requires that:</b> System Agency reviews and approves training materials by February 21, 2017.		
<b>Task 5: Data Processing</b>		
Prepare answer sheets for scanning by erasing stray marks, coloring over ink/light pencil marks with #2 pencils, and, if answer sheet is folded or rumped, transposing answers to clean sheet.	Report on status and process of consistency and quality assurance checks in semi-monthly update with System Agency, to include number of answer sheets checked for scanning	11/14/2016 through 5/22/2017
Prepare and send answer sheets for scanning to CDC contractor by:  1. Creating header answer sheets for each participating class bundle; 2. Arranging order of paperwork and answer sheets by CDC protocol; and 3. Sending bundled answer sheets to CDC's contractor for scanning.	E-mail to System Agency when answer sheets sent to CDC contractor	5/29/2017
CDC contractor sends raw data file (unedited and un-weighted) to System Agency contractor for review	E-mail to CDC contractor (with e-mail copy (cc) to System Agency) and report any problems; if there are no problems, e-mail to System Agency reporting such	One week after delivery of raw data file
<b>Completion of Task 5 requires that:</b> The System Agency contractor finishes Task 4 by May 29, 2017.		

**ATTACHMENT A  
STATEMENT OF WORK**

During the term of contract, in addition to items mentioned in the table above, System Agency will:

1. Provide a primary point of contact for contract management matters;
2. Perform preparatory work in the fall of 2016;
3. Provide desired report specifications;
4. Provide review and approval of materials; and
5. Provide assistance with Independent School Districts (ISDs) and school clearances, when needed.

**III. 2017 TOTAL BUDGET = \$101,177**

Pricing Category	2017 TX HS YRBS
<b>A. Personnel</b>	\$30,106
<b>B. Fringe Benefits</b>	\$7,669
<b>C. Travel</b>	\$13,259
<b>D. Data Collection</b>	\$32,192
<b>Total Direct Charges</b>	<b>\$83,226</b>
<b>Indirect Charges</b>	<b>\$17,951</b>
<b>2017 Total Budget</b>	<b>\$101,177</b>

**IV. Invoicing Schedule**

The following invoicing schedule is in accordance with the project timeline:

	2017 TX HS YRBS
<b>October 1, 2016</b>	\$7,587.00
<b>November 1, 2016</b>	\$7,587.00
<b>December 1, 2016</b>	\$7,587.00
<b>January 2, 2017</b>	\$7,587.00
<b>February 1, 2017</b>	\$21,923.00
<b>March 1, 2017</b>	\$21,923.00
<b>April 1, 2017</b>	\$21,923.00
<b>May 1, 2017</b>	\$5,060.00
<b>TOTAL</b>	<b>\$101,177.00</b>