



***Work-plan for Additional Services to Supplement the BASE Report –
La Paz/Mohave Regional Partnership Council
Needs & Assets Report 2012***

The Vendor hereby offers the following additional Regional Partnership Council Funded Tasks, which shall be performed in accordance with all requirements of RFP ADSPO10-00000005, each of which shall remain in full force and effect without change. In the event of a conflict between the provisions of these additional Regional Partnership Council Funded Tasks and the requirements of RFP ADSPO10-00000005, the requirements of said RFP shall govern.

Community-level information in rural areas is sparse. Therefore, the La Paz/Mohave Regional Council is seeking additional detailed data gathering, analysis and reporting at the community level in order to provide a more complete “picture” of the Region. Secondary data will be collected from state and community agencies, and will be supplemented by primary data gathered from key community informants through phone interviews and focus groups. The anticipated products are 15 two-page fact sheets by geographic area that include similar health, early education, and family support indicators, and 15 annotated lists of pertinent resources available to families in each region.

Tasks

Additional Secondary Data Collection

Fifteen geographic areas within the La Paz/Mohave region have been identified by the Regional Council and Director as focus areas for additional data collection and analysis. The Regional Council and Director will work with the vendor to select the same key indicators for all fact sheets including: demographics, income, early care and education wait lists, and health. These data will be parsed out of larger data sets where available, but it is anticipated that contacts with community-based agencies and key informants is likely to be necessary, as well.

These data will be compiled into two-page fact sheets by geographic area. The purpose of the fact sheets is to provide an accurate description of the children birth through age five and their families in each of the 15 identified communities. In addition,



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a local resource list will be created for each of the communities that lists the pertinent resources available to families with young children. The lists will include a brief description of each local resource, an address, phone number, and website (where available). The lists will include such resources as child care providers, schools, clinics, hospitals, pediatric services, dental services, parks, food banks, libraries, non-profit organizations, churches, and other sources identified through available secondary data sources and by key community stakeholders (see *Primary Data Collection*, below). Geographic focus areas within the La Paz/ Mohave region are:

Mohave County

1. Bullhead City (86429, 86430, 86433, 86439, 86442)
2. Fort Mohave (86426, 86427)
3. Mohave Valley (86440, 86446)
4. Kingman (86401, 86402, 86409, 86431, 86437)
5. Lake Havasu City (86403, 86404, 86405, 86406)
6. The Fort Mojave Indian Tribe
7. Colorado City (86021)
8. Golden Valley (86413)
9. Littlefield/Beaver Dam (86432)
10. Dolan Springs (86441)
11. Topock (86436)

La Paz County

1. Parker (85344)
2. Wenden/Salome (85357, 85348)
3. Ehrenberg (85334)
4. Quartzsite (85346, 85359)

Primary Data Collection

Once fact sheets and resource lists have been drafted, they will be used as “conversation starters” within communities. That is, the vendor will work with the Regional Council and the Director to identify key community leaders in each geographic area who can assist with recruiting community stakeholders for focus groups. The fact sheets will allow the vendor to present community-specific information to the participants and will use a semi-structured interview guide to solicit more detailed information about the infrastructure, capacity and need for early learning, health and family support services within that community. We anticipate focus groups in each of the 15 geographic areas identified. Spanish-speaking staff will be available where possible, and will be available particularly for the Parker, Wenden/Salome, and Littlefield/Beaver Dam areas. In order to maximize travel efficiencies



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(and minimize travel costs), we will, where possible, schedule these focus groups to correspond with focus groups in nearby communities. (i.e., the Mohave County/Ft. Mojave Tribe groups; the La Paz County groups; and the Littlefield/Beaver Dam/Colorado City groups)

Additional Analysis

Additional analyses will include compilation and appropriate display of community-level data and resource lists, as well as analysis and reporting of focus group data. These will be integrated to supplement the data for the base report and create a more complete “picture” of each of the communities that comprise the La Paz/ Mohave Region. We will work closely with the Regional Partnership Council, the Regional Director and designated community stakeholders and will incorporate their feedback into revisions of the fact sheets and the overall report.

Budget

The total budget for the additional work will not exceed: **\$38,675**

Activities

We anticipate that the additional work will be divided according to the estimates below.

Additional Secondary Data Collection

- Identify, with Regional Partnership and Director, a list of common indicators to be reported upon at the community level
- Collect and clean data on community-level indicators and resources. Tribal approvals will be sought in advance of collecting data from Ft. Mojave Indian Tribe agencies and stakeholders
- Coordinate with community agencies for data provision, where necessary
- Provide data management and quality control

Estimated additional secondary data collection costs: 150 hours x \$85 per hour=\$12,750



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Primary data collection

- Develop semi-structured focus group guides (soliciting information on infrastructure, capacity and need for early learning, health and family support services)
- Train focus group facilitators
- Identify and coordinate with key community leaders to recruit community stakeholders for focus groups
- Coordinate scheduling of focus groups
- Travel to 15 communities
- Conduct focus group in each community

Travel estimates are based on mileage to the 15 geographic areas (as calculated via Googlemaps), grouped into three (Mohave County/Ft Mojave Indian Tribe; La Paz County; Colorado City/Littlefield/Beaver Dam). State of Arizona rates for mileage, per diem, and lodging were used, as found at <http://www.gao.az.gov/travel/>. Estimates are based on two staff travelling.

Estimated travel: \$4590

Estimated hours: 96 hours x \$85 per hour=\$8160

*Estimated primary data collection costs: \$4590 + \$8160= **\$12,750***

Data analysis

- Analyze secondary data and incorporate into community-level fact sheets
- Compile community resources into an annotated resource list, by community
- Revise fact sheets based on community feedback
- Integrate community-level findings into Needs and Assets Report

*Estimated data analysis costs: 100 x \$85 per hour=**\$8,500***



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Collaboration with Council for feedback and revision

- Correspond regularly with Regional Director, including inclusion of additional work progress in monthly report
- Travel to a minimum of three scheduled Regional Council meetings
- Present drafts of: indicators, fact sheets, integrated report
- Incorporate Council feedback into revisions

Travel estimates are based on mileage to Kingman, Bullhead City, and Lake Havasu as examples of cities where Regional Council meetings rotate. State of Arizona rates for mileage, per diem, and lodging were used, as found at <http://www.gao.az.gov/travel/>. Estimates are based on two staff travelling.

Estimated travel: 3 trips to Council meetings: \$1,785

Estimated hours: 34 hours x \$85 per hour= \$2,890

*Estimated collaboration costs: \$1,785 + \$2,890 = **\$4,675***



Timeline and Payment Cycle for Additional Work

Task	July-Aug 2011	Sept-Oct 2011	Nov-Dec 2011	Jan-Feb 2012	Mar-Apr 2012	May-June 2012	July-Aug 2012
Meeting with Regional Partnership Council to review workplan and draft indicators	28 July						
Collect, clean, analyze data on community indicators and resources (Note: Tribal approvals will be sought in advance of collecting data from Ft. Mojave Indian Tribe agencies and stakeholders)							
Develop community-level fact sheet drafts							
Develop focus group guides for community data collection							
Present fact sheets for review and comment by Council				26 Jan			
Review fact sheet with community stakeholders in each of 15 geographic areas							
Revise fact sheets based on community feedback							
Integrate community-level quantitative and qualitative data into draft report							
Regional Director reviews draft report							
Present draft to Regional Partnership Council for review and comments						May 24	
Revise and deliver final report							



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Payment cycle

Payment proportions are based on expected proportion of additional work effort during the period

- Additional data workplan and draft indicators. Submitted by August 10, 2011 for processing by the end of August 2011
\$1,560
- Mock up of format for fact sheets. Monthly report including identified data sources. Submitted by September 10, 2011 for processing by the end of September 2011
\$2,125
- Monthly report detailing progress on fact sheets. Submitted by October 10, 2011 for processing by the end of October 2011
\$3,190
- Draft of community-level fact sheets. Submitted by January 10, 2012 for processing by the end of January 2012
\$9,565
- Focus group guides. Revised community-level fact sheets. Monthly report detailing primary data collection progress. Submitted by April 10, 2012 for processing by the end of April 2012
\$11,120
- Final integrated report. Submitted by August 10, 2012 for processing by the end of August 2012
\$11,125