



FIRST THINGS FIRST

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June 9, 2011

Proposal for Additional Services to Supplement the BASE Report –
Coconino Regional Partnership Council
Needs & Assets Report 2014

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.

The Coconino Regional Council is seeking additional detailed data gathering, analysis and reporting at a community (Hub) level in order to have additional information for decision making. Secondary data will be collected from state and county agencies. This community-level information will be integrated throughout the base report to provide more detailed information on health, early education, and family support indicators across the region. In addition, geographic information system (GIS) maps will be developed and included in the report to show the variation across the region for a few key indicators that are available at the census block level (e.g., family income level, children living in poverty) or that can be usefully located geographically (e.g., early care and education centers and homes). An additional product will be a four-page stand alone Executive Summary which will summarize the key findings of the report and include a “snap-shot” matrix of indicators available across the Hubs.

Tasks

Hub-level data collection

Six geographic areas within the Coconino region have been identified by the Regional Partnership Council as focus areas for additional data collection and analysis. These six community Hubs are defined by zip-code tabulation areas (ZCTA) that correspond with the zipcodes that define the region: Hub 1 includes the land of the Kaibab-Paiute Tribe, and the towns of Fredonia and Page; Hub 2 is the land of the Havasupai Tribe; Hub 3 covers the region of the Grand Canyon; Hub 4 covers the Hopi reservation; Hub 5 includes the towns of Williams, Parks, Munds Park and Flagstaff; and Hub 6 includes the town of Winslow.



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Additional Secondary Data Collection and Analysis

Data will be parsed out of larger data sets where available. These data will be analyzed and compiled into tables by geographic area for each of the identified communities. Findings 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 Coconino Region. We will work closely with the Regional Partnership Council and the Regional Director, and will incorporate their feedback into revisions of the overall report.

Geographical Information System Maps

Three GIS maps will be included as part of the base report: a general map, showing cities, towns, and major highways; a map of the region, as defined by First Things First, showing zip codes and tribal lands; and a map of the elementary and unified school districts in the region. Additional work would allow for development of five additional maps to illustrate notable variation across geographic areas. These maps would illustrate: the distribution of the population of children 0-5 (based on US census, 2010); the variation in the proportions of households that are considered “linguistically isolated”; the variation in the median family income across the region; the variation in the proportion of children 0-5 living in poverty; the location of licensed early care and education centers and homes across the region (note that these data may be limited or unavailable for tribal Hubs).

Produce Stand-Alone Executive Summary

The 2014 Needs and Asset Report will be summarized into a 4-6 page stand-alone document that provides an overview of the key findings in the region by section. The final page will be a data “snap shot” matrix that provides an overview of Hub-level data by indicator.

Budget

The total budget for the additional work will not exceed: **\$17,000**

Activities

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

Additional Community-Level Data Collection

- Collect and clean data on community-level indicators
- Coordinate with Regional Director to obtain tribal data
- Provide data management and quality control

Estimated additional secondary data collection and analysis costs: 80 hours x \$85 per hour=\$6,800



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Additional Secondary Data Analysis

- Analyze secondary data
- Produce five GIS maps
- Integrate community-level findings into Needs and Assets Report
- Coordinate with Regional Partnership Council and Regional Director on feedback and revisions

*Estimated additional secondary data collection and analysis costs: 90 hours x \$85 per hour=***\$7,650**

Produce Stand-Alone Executive Summary

- Summarize report, highlighting key findings from each section
- Develop “snap shot” matrix of selected indicators by Hub

*Estimated additional secondary data collection and analysis costs: 30 hours x \$85 per hour=***\$2,550**



Timeline and Payment Cycle for Additional Work

Task	July-Aug 2013	Sept-Oct 2013	Nov-Dec 2013	Jan-Feb 2014	Mar-Apr 2014	May-June 2014	July-Aug 2014
Meet with Regional Partnership Council to discuss priorities and review workplan							
Collect, clean, and analyze data on Hub-level indicators (Note: Tribal approvals will be secured in advance of collecting data from Kaibab-Paiute Tribe, Havasupai Tribe, and Hopi agencies)							
Integrate Hub-level data into draft report							
Regional Director reviews draft report							
Present report draft to Regional Partnership Council for review and comments							
Produce executive summary and “snapshot” Hub indicator matrix							
Revise and deliver final report							



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Payment cycle

- Monthly report, including Hub –level indicator progress. Submitted by September 10, 2013 for processing by the end of September 2013
\$1535
- Monthly report, including Hub –level indicator progress. Submitted by October 10, 2013 for processing by the end of October 2013
\$3795
- Monthly report, including Hub –level indicator progress. Submitted by January 10, 2014 for processing by the end of January 2014
\$3795
- Draft of integrated report. Submitted by April 10, 2014 for processing by the end of April 2014
\$5325
- Draft of executive summary (note: full integrated report will be delivered by the FTF final report deadline of 31 August) . Submitted by August 10, 2014 for processing by the end of August 2014
\$2550