

ATTACHMENT 2 CONTRACT TERMS

EXHIBIT D – WORK TO BE PERFORMED

1.0 SCOPE OF SERVICES

- 1.1. **TERM.** Services are expected to be performed by the consultant from the date of the execution of the contract through June 29, 2007.
- 1.2. **FOCUS GROUP ADMINISTRATION:** This RFP seeks a contractor to conduct twelve (12) focus groups with various persons who have participated in delinquency court as a litigant, witness, or family member of a child with a case: youth (4 groups), parents (4 groups), victims (4 groups); and community groups (4 groups or 12 interviews). The focus groups should take place in the six JDCA study counties: Siskiyou, Placer, San Joaquin, San Francisco, Los Angeles, and Riverside. No one type of focus group should be repeated in any county (that is, each youth group should be in a different county, each parent group should be in a different county, etc.)
 - 1.2.1 **Contacts and Recruitment.** Contractor will take initial contact list from AOC and recruit contacts in the six study courts that are willing to themselves recruit focus group participants and host the focus groups. Contacts can include court staff, probation department staff, district attorney or public defender office staff, community based organization staff, or others. Contractor must facilitate the recruitment process, providing contacts with written materials describing the project and answering questions.
 - 1.2.2 **Scheduling.** Contractor will provide AOC with a schedule of focus groups and update it on an on-going basis.
 - 1.2.3 **Preparation of Scripts and Consent.** AOC will provide contractor with detailed topic guidelines for each focus group category. Contractor will develop a focus group script for each focus group category. AOC will provide contractor with draft informed consent forms and protocol. Contractor will provide appropriate informed consent forms and information at each focus group.
 - 1.2.4 **Logistics.** It is expected that the superior court in each study county will be provided with funds to underwrite rent, food, and incentives for the focus groups. Contractor will work with the court and any third party focus group hosts to ensure that food and rent are compensated.

- 1.2.5 Facilitating. Contractor will travel with one or more AOC staff to the study counties to conduct focus groups. It is expected that the scheduling process will cluster focus groups so that at least two and preferably three groups can be conducted on each trip. Contractor will facilitate the 1 1/2 hour groups and ensure that a usable tape (AOC will provide taping equipment) is made.
- 1.2.6 Notes. Contractor will provide brief (1-2 pages) notes on the principal themes and findings of each focus group.
- 1.3 TRANSCRIPTIONS. Contractor will provide tape of each focus group to the AOC's contract transcriber, and check the transcription for accuracy when it is completed.
- 1.4 INTERVIEWS IN PLACE OF FOCUS GROUPS FOR COMMUNITY GROUPS. If contractor, in consultation with AOC staff, determines that it is not feasible to set up focus groups for community groups and community based organizations, at least twelve one on one interviews may be conducted in this category. Interviews must be taped and provided for transcription.
- 1.5 CONFIDENTIALITY. The contractor must agree to observe rigorous measures for the protection of subject confidentiality and anonymity. All tapes, transcripts, participant lists and informed consent forms are confidential and must be returned with the final deliverables. The contractor is to retain no information about any participant's identity, location, or interview status.
- 1.6 DELIVERABLES AND DUE DATES: The contractor will be asked to do the following, by the dates listed to the right of each deliverable: (All dates subject to negotiation prior to execution of a contract.)

1.6.1 Phase 1: Schedule Focus Groups

First Deliverable: <i>Schedule Groups and complete topic guides</i>	Due Date
Contact court personnel to identify appropriate contacts; begin contacting a range of possible focus group hosts and recruiters in each county; begin scheduling focus groups.	May 14 through May 28, 2007
Review topic guides for the four categories of focus groups; create scripts.	May 14 through May 28, 2007
Prepare additional written materials: fact sheets and informed consent documents.	May 14 through May 28, 2007
Deliverable 1 is due	May 28, 2007
Focus group planning, scheduling, and guidelines completed and provided in written form. Upon completion and Acceptance of Deliverable 1, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 1	

1.6.2 Phase 2: Conduct Focus Groups

Second Deliverable: <i>Focus Groups conducted</i>	Due Date
Conduct at least 8 focus groups	May 29 through June 29, 2007
Continue working with county contacts to revise or complete focus group scheduling and recruiting	June 1, 2007
Deliverable 2 is due	June 1, 2007
Conduct eight focus groups according to guidelines, provide tapes and notes Upon completion and Acceptance of Deliverable 2, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 2	

1.6.3 Phase 3: Conduct Focus Groups: Complete Focus Groups and Interviews

Third Deliverable:		Due Date
<i>Complete Focus Groups and Interviews</i>		
	Conduct remaining focus groups and interviews	May 17 through July 13, 2007
Deliverable 3 is due	Conduct remaining four focus groups and interviews according to guidelines, provide tapes and notes.	
	Upon completion and Acceptance of Deliverable 3, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 3	June 29, 2007

1.6.4 Phase 4: Transcripts and Notes:

Fourth Deliverable:		Due Date
<i>Transcripts and notes</i>		
	Review transcripts for accuracy	July 1 through October 12, 2007
Deliverable 4 is due	Forward reviewed and corrected transcripts in written format.	October 12, 2007
	Upon completion and Acceptance of Deliverable 4, as defined in <i>this Attachment 2 Contract Terms, Exhibit D – Work to be Performed</i> , the Contractor shall submit an invoice for Deliverable 4	