

Request for Quotation

Qualitative Data Collection and Analysis Assistance on Preventing Child Sexual Abuse in Youth-Serving Organizations

Child Safety in Youth Serving Organizations: Creating Safe, Stable,
Nurturing Relationships and Environments

CDC FOUNDATION CONTACT

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SUMMARY OF REQUEST

Through this Request for Quotation (RFQ), the National Foundation for the Centers for Disease Control and Prevention (CDC Foundation) is seeking a subcontractor to support qualitative data collection (i.e., focus groups and interviews), as well as support with transcribing, coding, and summarizing the data. The subcontractor will be funded by and work in partnership with the CDC Foundation and will receive technical assistance from the Centers for Disease Control and Prevention's (CDC) Division of Violence Prevention, and other project partners, to evaluate the current state and future direction of policies and organizational approaches for child sexual abuse prevention efforts in youth serving organizations. The subcontractor will contribute to the development, implementation, and use of data collection activities and related products and ensure regular communication and engagement on data collection processes and tasks with CDC Foundation and other stakeholders.

PROJECT DESCRIPTION AND BACKGROUND

The CDC Foundation and CDC are working together on a project entitled "Child Safety in Youth Serving Organizations: Creating Safe, Stable, Nurturing Relationships and Environments". The goal of this project is to update the 2007 CDC publication, [*Preventing Child Sexual Abuse Within Youth Serving Organizations: Getting Started on Policies and Procedures*](#). This complements the [CDC Division of Violence Prevention's](#) efforts to provide safe, stable, and nurturing relationships and environments for all children and youth. The project is in the process of launching several activities to rigorously inform the update from both a research and practice perspective. Key project activities will include a partner panel meeting, literature review, environmental scan, focus groups/interviews, implementation guidance, and trainings.

The subcontractor will support data collection activities of the environmental scan. The objective of the environmental scan is to provide an in-depth practitioner perspective on the current state of policy, procedural, and organizational characteristics that are designed to directly and indirectly prevent CSA in YSOs. The data collection activities that will be a part of the environmental scan will be designed to bring out specific implementation factors and organization cultural characteristics that shape how organizations prevent and respond to CSA that are not captured in official organizational policy and procedural documents.

This project is ongoing through June 2022 with the findings from this evaluation to be published at that time. Subcontractor involvement in the project is anticipated to extend approximately one year from the contract start date (anticipated start date is August 1, 2020).

SCOPE

The CDC Foundation was awarded grants to support the update of the 2007 CDC publication to prevent child sexual abuse in youth serving organizations. Through these grant funds, the CDC Foundation is seeking a subcontractor with expertise in qualitative data collection, hosting virtual focus groups and

interviews, transcription, coding, analysis, and summary reports to support the project's environmental scan. The subcontractor will work alongside the CDC Foundation, CDC subject matter experts, and other project partners. The subcontractor will contribute to the development and implementation of data collection activities; transcribe, code, and summarize qualitative data; coordinate and manage day-to-day activities; and ensure regular communication and engagement on data collection processes and tasks with participating sites and other stakeholders throughout the project.

The Child Sexual Abuse (CSA) in YSO Environmental Scan will involve four phases spanning across approximately one year from the contract start date, including detailed thematic summaries. Phases 3 and 4 will be conducted as virtual meeting sessions.

(1) Brief organizational practices questionnaire that will be sent to a diverse array of organizations (N= ~50) Note: CDC Foundation will lead this phase and it will already be underway when contract begins. However, subcontractor will be required to assist with selecting and contacting organizations and individuals to participate in phases 2-4 based on responses to questionnaire

(2) YSO document acquisition/coding (N= 14 organizations) (Note: CDC Foundation will take the lead on this phase but will require collaboration with the subcontractor to coordinate coding themes and goals of focus groups and interviews in phases 3 and 4.)

(3) Focus groups and interviews with a specific subset of YSOs (N= 5 organizations, includes multiple organizational and individual interviews)

Estimated Number of Organizational Interviews (i.e., Focus Groups) for Phase 3: 10 Organizational Interviews (5-10 participants each)

Estimated Number of Individual Interviews for Phase 3: 10-20 Individual Interviews

(4) Mixed focus groups and interviews to engage a broader set of stakeholders in the determination of how the 2007 document was used in their practice, other best practices, policy implementation issues, gaps, and any unaddressed needs that an updated document can fill (N= 13 focus groups, TBD individual interviews)

Estimated Number of Focus Groups for Phase 4: 13 Focus Groups (Range 7-13; 5-10 participants each)

Estimated Number of Interviews for Phase 4: 5-10 Interviews (Inclusive of potential individual interview requests for those invited to focus groups)

The major responsibilities and tasks for the awardee organization(s) or individual(s) include:

1. Contribute to preliminary qualitative data collection activities.
 - 1.1. Work with the CDC Foundation to develop: (a) timeline for completing environmental scan activities within the 12-month project period; (b) meeting agendas; (c) goals and discussion prompts/questions for organizational interviews, focus groups and individual interviews

- 1.2. Work with the CDC Foundation and other project contacts to prepare and finalize materials, such as protocols for focus groups and individual interviews and meet with project stakeholders to refine protocols that will be used for data collection
 - 1.3. Provide recommendations to CDC Foundation on how best to convene key partners, prepare a data collection plan and schedule interviews/focus groups
 - 1.4. Schedule and facilitate project meetings, focus groups, and interviews throughout the performance period (e.g., capture and disseminate notes and action items, develop agendas and materials) to communicate about data collection activities and enable others to contribute to these activities
 - 1.5. Provide virtual environment to host focus groups and interviews
 - 1.6. Ensure that CDC Foundation and all partner organizations are fully engaged in data collection planning from the outset of the project. Identify priority questions for interviews and focus groups explicitly. For example, use the current 2007 report and information gathered from document acquisition phase to explore perspectives regarding what information is still needed, discrete or special studies that can be useful, or current needs that have not been discussed previously
 - 1.7. Work with the CDC Foundation to ensure compatibility of coding schemes and maintain consistency throughout the course of the project by aligning information learned from document acquisition phase with focus groups/individual interviews phases
2. Implement and report outcomes from focus groups and individual interviews
 - 2.1. Coordinate and manage day-to-day execution of the data collection plan including, but not limited to: provide virtual meeting space, collect qualitative data, transcribe and systematically code and analyze data, visualize data according to practice standards, and prepare reports from focus groups and individual interviews
 - 2.2. Work with the CDC Foundation to code qualitative content derived from focus groups and individual interviews in accordance with coding scheme
 - 2.3. Provide CDC Foundation with complete transcriptions, codes, and detailed thematic analysis, derived from focus groups and individual interviews
 - 2.4. Prepare and maintain an annotated outline of evaluation activities to be included in the evaluation report for donors including meeting planning dates and notes, data collection activities, documentation of de-identified interviewees and focus group participants, etc.
3. Convene and participate in regular meetings with those working on data collection activities and provide monthly reports of activities and deliverables.
 - 3.1. Participate in bi-weekly meetings with CDC Foundation and partner organizations and workgroup meetings in support of this and other evaluation-related activities
 - 3.2. Provide consistent updates to the CDC Foundation in a format agreed upon at the project outset and ensure adherence to established timelines

RESPONSE REQUIREMENTS AND BUDGET

Response Requirements: Responses should be submitted via email to the CDC Foundation. Interested parties should submit a statement of interest and experience. The statement should be no more than 5 pages, single spaced, 11-point font, not including appendices, and should address the following:

1. Organizational or individual's interest in the project and scope of work
2. Organizational or individual's capacity and expertise to implement the scope of work (including qualitative data collection, virtual focus group/interview facilitation, coding, and analysis experience)
3. Team member bios (as an appendix)
4. Previous work samples (optional, as an appendix)

Budget Requirements: An overall proposed budget should be submitted with a supporting narrative for anticipated costs. The total project budget should not exceed \$ 100,000.

Key Contact: Send email inquiries, project interest, and proposals to **Amber McKeen** at amckeen@cdcfoundation.org.