

**New York State Department of Health  
Division of Chronic Disease and Prevention  
Bureau of Tobacco Control**

**Independent Evaluation of the New York Tobacco Control Program**

**RFP #18047**

**AMENDMENT #1  
November 27, 2018**

The following are official modifications, which are hereby incorporated into the New York State Department of Health, Independent Evaluation of the New York Tobacco Control Program Request for Proposals (RFP) #18047, issued October 18, 2018. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”).

**A. Scope of Work**

**1. 4.1.6 Surveillance - New York Youth Tobacco Survey**

The Contractor will conduct a New York Youth Tobacco Survey (NY YTS) in even-numbered years in the Spring of 2020, ~~and 2022,~~ and 2024 with preparation beginning in odd-numbered years in the Summer of ~~2019, 2021 and 2023~~ ~~(for a presumed YTS in 2024 but not part of this contract)~~. In ~~2019, 2021 and 2023~~, the Contractor is required to submit a data collection plan to DOH, school sample selection, instrument development, and recruitment of schools. The most recent version of the NY YTS instrument can be found in the Survey Instrument Library which has been posted with this RFP on the Department website.

This survey will use the same school-based methodology now used in New York and nationally and described in the 2016 Sampling and Weighting Report available in the Survey Instrument Library which has been posted with this RFP on the Department website. Plan on guidelines like those utilized for the 2016 NY YTS administration.

For 2020, ~~and 2022,~~ and 2024 plan on field staff training, data collection, analysis and report development, and delivery of analytic and public use datasets and a codebook. Data from the YTS should contribute to the annual Key Outcome Indicator document (referenced in Deliverable 4.1.12).

**2. 4.1.7 Surveillance – Retail Advertising of Tobacco Survey**

The Contractor will design and implement a sampling strategy and data collection that will track advertising and product displays in a sample of 5% of licensed tobacco

retailers (LTRs) in NY stratified minimally by region (NYC, NYS excluding NYC, and NYS) and outlet type. Contractor field staff are trained to complete the Retail Advertising of Tobacco Survey. A copy of the most recent instrument can be found in Survey Instrument Library which has been posted with this RFP on the Department website. This survey will take place in the odd number years, ~~2019~~, 2021 and 2023. The sample should be drawn from the list of all LTRs available from the NYS Department of Taxation and Finance. The Contractor will provide training of field staff, field data collection, data analysis, and reporting of results to the TCP. A biennial study proposal, management brief summarizing results, slide deck with full results, dataset and codebook should be submitted after each administration of the Retail Advertising of Tobacco Survey (RATS).

Data from the RATS should contribute to the annual Key Outcome Indicator document (referenced in Deliverable 4.1.12).

## **B. Proposal Content**

### **1. 6.2 Technical Proposal, D.1 Evaluation Studies, D.1.8 Local Opinion Leader Survey**

The Local Opinion Leader Survey (LOLS) is a survey that has been conducted in 2011, 2014 and 2016 and is expected to be conducted biennially (2020 and 2022 and 2024 for this proposal) thereafter. The survey targets the population of local officials (census of elected and appointed officials in NY counties and NYC boroughs and census of county health officials). In the past administration of the LOLS, the population consists of just over 1,100 local officials. The purpose of the survey is to document local opinion leader awareness of and support for select tobacco control policies and beliefs relevant to tobacco control issues.

The bidder should describe their plan to conduct the Local Opinion Leader Survey, on a biennial basis, as described in Task/Deliverables section 4.1.8.

## **C. Attachment B Revised Cost Proposal**

### **1. Attachment B Cost Proposal has been revised and labeled “Attachment B – Revision 1 November 27, 2018 Cost Proposal” and has been posted to the Department website along with RFP 18047 Questions and Answers. Revisions to Attachment B include:**

- Section D.1.6 New York Youth Tobacco Survey (NY YTS): Survey preparation for NY YTS (data collection plan, school sample selection, instrument development and recruitment of schools) changed from Years 1, 3 and 5 to Years 2 and 4. Conduct NY YTS (field staff training, data collection and delivery of analytic and public use datasets and codebook) changed from Years 2 and 4 to Years 1, 3 and 5.

- Section D.1.7 Retail Advertising of Tobacco Survey: changed from Years 1, 3 and 5 to Years 2 and 4.
- Section D.1.8. Local Opinion Leader Survey: changed from years 2 and 4 to years 1, 3 and 5.

Bidders must submit the revised Attachment B with their proposal.

The ATTACHMENTS list of the RFP is amended as follows:

The following attachments are included in this RFP and are available via hyperlink or can be found at: <https://www.health.ny.gov/funding/forms/>.

1. [Bidder's Disclosure of Prior Non-Responsibility Determination](#)
2. [No-Bid Form](#)
3. [Vendor Responsibility Attestation](#)
4. [Vendor Assurance of No Conflict of Interest or Detrimental Effect](#)
5. [Guide to New York State DOH M/WBE Required Forms & Forms](#)
6. [Encouraging Use of New York Businesses in Contract Performance](#)
7. [Bidder's Certified Statements](#)
8. [DOH Agreement](#) (Standard Contract)
9. [References](#)
10. [Diversity Practices Questionnaire](#)
11. [Executive Order 177 Prohibiting Contracts with Entities that Support Discrimination](#)

The following attachments are attached and included in this RFP:

- A. Proposal Document Checklist
- C. Tobacco Free Attestation

The following has been posted with this RFP on the Department website at <https://www.health.ny.gov/funding/>:

~~Attachment B Cost Proposal~~ Attachment B Cost Proposal Revision 1 dated November 27, 2018  
Survey Instrument Library

All other terms and conditions remain the same.