## Request for Quote/Proposal (RFQ/P)

**RFP - READ Liberia 2019-002**

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Data collection for study of community mobilization efficacy and student enrollment and attendance for the Read Liberia Activity, December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed Price with Payment Milestones</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>60 Days after PO is signed</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID Funded Project</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>Read Liberia Activity</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Janique Hosier (<a href="mailto:jhosier@rti.org">jhosier@rti.org</a>)</td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>Thursday, November 14, 2019</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>Monday, November 18, 2019 at 5:00pm Liberia time</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>Wednesday, November 20, 2019 at 5:00pm Liberia time</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>Monday, November 25, 2019 **Selected firm is expected to have mobilizers ready for training by December 3, 2019.</td>
</tr>
</tbody>
</table>

### Method of Submittal:

Respond via email, with proposals as an attachment in Word/pdf format, to jhosier@rti.org. For questions, please email julianenorman@rti.org.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

### Solicitation Number:

RFP - READ Liberia 2019-002

### Attachments and Annexes to RFQ:

1. Attachment “A” – Statement of Work
2. Attachment “B” – Instructions to Bidders/Sellers
3. Annex A—Training and Data Collection Supplies
5. All PO Terms and Conditions are listed on our website at forth at: [http://www.rti.org/POterms](http://www.rti.org/POterms), [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.
Attachment A
Statement of Work

Introduction / Background

This scope of work (SOW) defines activities to be carried out by a local research firm under the supervision of RTI International and in collaboration with the Ministry of Education (MoE) of the Government of Liberia. It supports research and evaluation activities of the Read Liberia Activity, a 5-year USAID-funded program to improve reading skills among students in the early primary grades in Liberian schools.

Under the Read Liberia Activity’s Community Mobilization component, RTI and its partners are working in coordination with the USAID/Liberia Mission and Liberia’s Ministry of Education to improve caregiver and community knowledge and engagement in support of early grade reading. This SOW is to undertake interviews with parents/caregivers, teachers, and community representatives to better understand how this support is changing knowledge, attitudes and practice around early grade reading. Read Liberia is also seeking to determine whether community mobilization and other “peri-curricular” inputs, such as school feeding programs, can help to maintain and increase student enrollment and regular school attendance. Through this study, the efficacy of these programs will be assessed at baseline, midline, and endline. The services of a Liberian research firm are sought to carry out data collection for this study at each of these timepoints.

Scope of Work

The local research firm’s scope of work includes mobilizing a team of scouts, data collectors and supervisors, and coordinating all electronic data collection activities and associated field logistics for the study described above. This will involve providing on the ground support for training of the data collection and support team, and tablet-based electronic data collection in a sample of 90 school communities in three counties in Liberia. Baseline data collection will occur in December 2019, midline is planned for June 2020 and endline data collection will occur in June 2021.

The research firm will assemble the data collection teams and cover the logistical costs of their training as well as their deployment during fieldwork, as described below. The data collection teams will consist of data collectors who will administer interviews in English and local languages in a sample of school communities in three counties of Liberia, as well as fieldwork supervisors and scouts who, in advance of data collectors’ arrival at sample sites, will draw the sample of parents / caregivers of pupils in Grades 1 and 2 in each school and communicate with them about the date of interviews. Interview design, training of data collection teams, analysis of results and study write-up will be led by RTI International.

Baseline, Midline and Endline Activities

The research firm will support and participate in the following activities for baseline:

• A Baseline Data Collection Training Workshop is expected to be held the week of December 2, 2019 to prepare the team of data collectors, scouts, and supervisors on sampling and interview methodology and tablet-based data collection.

• Data collection will follow closely after each training workshop and final instrument revisions. Up to 7 days of baseline data collection/field work in the school communities selected for participation in the study is likely to begin the week of December 9, 2019, with exact dates to be confirmed with RTI.

• The research firm will submit field reports during data collection to communicate challenges, numbers of interviews conducted, and any other relevant data.

The midline and endline will include the same activities.

Midline data collection training and implementation are expected to occur in June 2020.
Endline data collection training and implementation are expected to occur in June 2021.

**Instruments for baseline data collection:** Four structured interviews will be used to collect data from informants, including Grade 1 and 2 teachers, parents/caregivers of Grade 1 and 2 students, PTA office holders, and representatives from community organizations. There will also be a school-level enrollment and attendance tool.

**Sample:** For the baseline data collection, interviews will be conducted with various actors in an estimated sample of 90 schools (see the table below). The sample for midline and endline data collection will be similar. Overall, the baseline sample includes interviews with 540 parents, 180 teachers, 60 PTA office holders and 60 CBO representatives. At 30 of the schools, only parents and teachers will be interviewed.

<table>
<thead>
<tr>
<th>COMPARISON GROUP / SAMPLE:</th>
<th>RL-T&amp;L Only</th>
<th>RL-T&amp;L plus RL-SCM only</th>
<th>RL-T&amp;L plus non-RL only</th>
<th>RL-T&amp;L plus RL-SCM plus non-RL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools</td>
<td>30</td>
<td>30</td>
<td>15</td>
<td>15</td>
<td>90</td>
</tr>
<tr>
<td>Parents of G1/G2 students</td>
<td>180 (6 per school)</td>
<td>180 (6 per school)</td>
<td>90 (6 per school)</td>
<td>90 (6 per school)</td>
<td>540</td>
</tr>
<tr>
<td>G1/G2 teachers</td>
<td>60 (2 per school)</td>
<td>60 (2 per school)</td>
<td>30 (2 per school)</td>
<td>30 (2 per school)</td>
<td>180</td>
</tr>
<tr>
<td>PTA office holders</td>
<td>30 (1 per school)</td>
<td>30 (1 per school)</td>
<td>N / A</td>
<td>N / A</td>
<td>60</td>
</tr>
<tr>
<td>CBO representatives</td>
<td>30 (1 per school)</td>
<td>30 (1 per school)</td>
<td>N / A</td>
<td>N / A</td>
<td>60</td>
</tr>
</tbody>
</table>

RL-T&L: Read Liberia Teaching and Learning  
RL-SCM: Read Liberia School Community Mobilization

**Period of Performance**

The period of performance for the identified research firm on this study will be from November 2019 – August 2021. Specifically, performance for baseline must be completed between November 2019 – December 2019. Performance for completion of midline and endline data collection is to be determined. All work must be scheduled to complete within these timeframes. The Purchase Order will be fixed price. Any modifications or extensions will be requested through RTI and vendor contracting officers for review and discussion.

**Place of Performance**

The identified research firm for this study will perform all work within Liberia, either within its own facility or at training venues or other sites identified by Read Liberia to be critical to completing the scope of work.

---

1 The midline and endline will also include interviewing supervisors of school community mobilizers.
**Funding Mechanism under this Purchase Order**

This is a Task Order based Purchase Order with a base period and two optional periods. RTI will provide a Statement of Work and authorize funding to the Supplier through the issuance of individual Task Orders for each period as needed based on project requirements. Each task order will be signed by the RTI Task Order Administrator and accepted by the Supplier before any work commences. Upon completion and RTI acceptance of all work specified in the individual Task Order, Supplier will invoice RTI in accordance with the payment schedule included in the Scope of Work. RTI will bear no legal liability or financial obligation beyond the funded amount stipulated in each individual Task Order.

**Work Requirements**

The following section provides a list of activities that need to be completed, along with an illustrative timeline. The timeline provided in this section does not imply full-time engagement of the contractor, but rather provides an expected time frame within which activities are expected to be completed.

1. **Hiring data collectors, supervisors and scouts**
   
   The research firm will be responsible for recruiting and hiring data collectors, supervisors and scouts. Preferably, the data collectors and supervisors will have experience conducting interviews in a school or community setting. Data collectors must also have appropriate language skills as required to undertake interviews with community members who do not speak English. Supervisors should have experience overseeing field work and scouts should have experience in carrying out logistical aspects of data collection at schools or in communities.

   The application should include a proposal for 6 days of field work with 30 data collectors and 3 supervisors (one for each county) to oversee the data collection. The research firm is also responsible for hiring approximately 9 scouts to visit the 90 schools before data collection at each school. Teams of 2 data collectors will visit one school each day.

2. **Data Loss Mitigation Plan**

   The research firm is required to submit a data loss mitigation plan, outlining relevant steps, processes or procedures to prevent loss, actions to be taken when there is data loss and methods of retrieval where applicable.

3. **Submission of detailed deployment and logistics plan for data collection**

   Prior to the training, the research firm will share a detailed plan for logistics and school visit schedule – including team composition, routes which show that the schools are visited in an efficient order to avoid backtracking along with a detailed schedule (including any school holidays). No more than one school per day will be visited by a data collection team, although scouts are expected to visit an average of 2 schools each day.

4. **Data Collection Training Workshop**

   The Baseline Data Collection Training Workshop will be held in early December 2019 (exact dates to be determined once service agreement is established). The purpose of the Training Workshop is to prepare data collectors to undertake the interviews in a sensitive, professional manner that will lead to valid and reliable results. The research firm shall handle the logistics for the Training Workshop in close coordination
with Read Liberia Activity staff based in Liberia and RTI international staff based in the US. It is anticipated
that the training will be a workshop in Monrovia. Training logistics includes

- Ensuring that the requisite number of data collectors, supervisors and scouts show up to the training
  on time each day
- Ensuring the venue is properly set up and that there is someone there to sign-in attendees, issue
  name tags and work with hotel staff to ensure breaks and meals happen on time.

The training workshop is anticipated to be 4 days including one day of school practice and pre-testing (day 3).
Scouts will be trained for one day (day 1) on how to sample students and identify caregivers and prepare
communication with the school ahead of the data collection. Data collectors and supervisors will be trained for
2 days (days 1 and 2) on how to conduct the interviews and on basic data collection protocol and procedure
and electronic data collection. Day 3 will involve a practice school visit and pre-test of data collection. Day 4
will involve debrief of the practice / pre-test experience, troubleshooting and final preparations for data
collection mobilization.

Illustrative Schedule of 4 days of training:

- Day 1: Scouts, data collectors and supervisors receive training.
- Day 2: Data collectors and supervisors receive training. Scouts go to schools to invite
caregivers to practice and pre-test day.
- Day 3: School Practice with instrument Pre-Test
- Day 4: Debrief of school visits, troubleshooting, and final preparations for data collection
  mobilization.

Practice School visit and pre-test school visits The Training Workshop will include a half-day practice session
in 3-5 schools (depending on availability) and half day pre-test in 10 schools. During the school visits the data
collectors will have a chance to practice administering the interview instruments in an authentic setting.
During the pre-test, we will be able to see how the questions are understood by respondents and make any
necessary changes to the instruments before the actual data collection.

5. Electronic data collection

Tablets will be used for the training and for electronic data collection. Tablets will be provided by RTI. The
research firm will be responsible for developing a system for signing out tablets and will take responsibility of
the tablets (for theft, loss or breakage) once handed over by RTI and all tablets must be handed back to RTI
upon the completion of each training. The research firm will also be responsible for ensuring that tablets are
ready for use each day and that data are uploaded each night which means ensuring tablets are charged and
there are routers and airtime available for uploading.

6. Baseline Data Collection

RTI anticipates the data collection to take place over no more than 7 school days in December 2019, completed
by the December 20th school holiday break. The selected data collectors will form teams of two, with each team
visiting one school per day.

The research firm is responsible for hiring data collectors and oversight of the data collection process with
support from READ Liberia staff. Ideally, data collectors hired would have prior experience with conducting
interviews in a school or community setting using tablets. Three research firm staff shall serve as field
supervisors one stationed in each county during the data collection period. It is the research firm’s
responsibility to provide the means for data collectors make their visits and for the supervisors to be stationed
in the field (the data collector must support this cost-wise).
Ideally, teams of data collectors will stay in a common location within their assigned county and meet each morning and evening to discuss any challenges and the plans for that day. The supervisor will lead these meetings and help to organize the teams and transportation to the schools for each day. The supervisor will also be responsible for ensuring that all data are uploaded the same day data are collected.

The research firm is responsible to ensure scouts are deployed to all sampled schools ahead of the field work. The research firm shall be responsible for the logistics and operations for data collection, including clear routing plans for all teams and field monitors (contractor field monitors), travel arrangements for all data collectors and oversight staff, distribution of supplies, daily upload of data and recharging of tablets, daily count of numbers of schools and students to meet data collection plan, and manage payments for per diem and data collector travel. The research firm shall also ensure appropriate, secure storage of all tablets.

7. Submission of daily field reports during data collection

The Research firm is required to submit electronic daily field reports on challenges and data collected during each day of data collection to RTI International and the Read Liberia staff. A daily field report template will be provided during data collection training.

Acceptance Criteria

Acceptance of all deliverables will reside with the RTI Project Manager in consultation with the Principal Investigator and Project Coordinator. This team will ensure the completeness of each stage or deliverable of the project and that the scope of work has been met. Once a milestone is completed and the research firm provides their report/deliverable for review and approval, the Project Manager (in consultation with the Principal Investigator and Project Coordinator) will either sign off on the approval for the work to continue to the next phase, or reply to the research firm in writing advising what tasks must still be accomplished.

Any discrepancies involving completion of project tasks or disagreement between RTI and the chosen vendor will be referred to both organizations’ contracting offices for review and discussion.

Other Requirements

The research firm shall ensure the supplies listed in Annex A are available for the training and data collection. Please refer to Annex B for a list of all costs that are to be assumed by the research firm and accounted for in the budget.
Attachment “B”
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.

2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

| USAID Read Liberia Activity  
| 2nd Floor, MK Kafel Building| Gardner Avenue, Between 16th & 17th Streets  
| Sinkor, 1000 Monrovia, 10 Liberia |

who has a purchase requirement in support of a project funded by:

| United States Agency for International Development (USAID) |

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:

   (a) The solicitation number:

   (b) The date and time submitted:

   (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

   (d) Validity period of Quote:

   (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
(f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.

(g) Lead Time Availability of the Commodity/Service.

(h) Terms of warranty describing what and how the warranties will be serviced.

(i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested).

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)

(m) Special Note: The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.

4. Forms: Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP. This should be submitted as a separate document from the technical proposal.

5. Questions Concerning the Procurement. All questions in regards to this RFQ/RFP to be directed to

| Julianne Norman |

at this email address:

| juliannenorman@rti.org |

The cut-off date for questions is (insert date).

| November 18, 2019 |
6. **Notifications and Deliveries**: Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation**: The following documents will be required for payment for each item:
   
   (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
   
   (b) Packing List
   
   (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)

8. **Payment Terms**: Refer to RTI purchase order terms and conditions found in [www.rti.org/potems](http://www.rti.org/potems), [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals**: Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

10. **Inspection Process**: Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

11. **Evaluation and Award Process**: The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

   The evaluation factors will be comprised of the following criteria:

   (a) **PRICE** Max 30 points
      
      - Lowest evaluated ceiling price (inclusive of option quantities).

   (b) **DELIVERY** Max 20 points
      
      - Seller provides the most advantageous delivery schedule.

   (c) **TECHNICAL** Max 30 points
      
      - Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
      
      - Demonstrated understanding of disability issues in Cambodia and involvement of people with disabilities in the research process

   (d) **PAST PERFORMANCE** Max 20 points
• Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

**TOTAL WEIGHT= 100 POINTS**

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over $10,000.

15. **Anti-Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI’s Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: __________________________________________________________

Title: ________________________________

Date: ________________________________
### Annex A. TRAINING and DATA COLLECTION SUPPLIES

<table>
<thead>
<tr>
<th>Item</th>
<th>Units (Please refer to Price Proposal to further detail)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tablets and cases</td>
<td>36 one for each data collector and supervisor, 3 spares</td>
<td></td>
</tr>
<tr>
<td>Back-up router batteries</td>
<td>1 per trained data collection team (1 per district)</td>
<td></td>
</tr>
<tr>
<td>Bags</td>
<td>1 per data collector, supervisor and scout</td>
<td></td>
</tr>
<tr>
<td>Large manila envelopes for data collection paperwork</td>
<td>1 per trained data collector, supervisor + scout</td>
<td></td>
</tr>
<tr>
<td>Notepad</td>
<td>1 per trained data collector, supervisor + scout</td>
<td></td>
</tr>
<tr>
<td>Pens</td>
<td>1 per trained data collector, supervisor + scout</td>
<td></td>
</tr>
<tr>
<td>Surge protectors</td>
<td>1 per trained data collection team</td>
<td></td>
</tr>
<tr>
<td>Plug adaptor (US to Liberia) if needed</td>
<td>1 per trained data collection team</td>
<td></td>
</tr>
<tr>
<td>SIM cards for modems or tablets</td>
<td>1 per training team (supervisor) for uploading</td>
<td></td>
</tr>
<tr>
<td>Phone cards/data bundles for data transmission and communications</td>
<td>1 per trained data collection team (supervisor)</td>
<td></td>
</tr>
<tr>
<td>Dongle router appropriate for local networks</td>
<td>1 per trained data collection team</td>
<td></td>
</tr>
<tr>
<td>Modem appropriate for local networks, if needed</td>
<td>1 per train data collection team</td>
<td></td>
</tr>
<tr>
<td>Power strip/multi-plug</td>
<td>2 per data collection team (2 per county)</td>
<td></td>
</tr>
<tr>
<td>Printed Materials</td>
<td>As needed from training</td>
<td></td>
</tr>
<tr>
<td>Projector and laptop cord</td>
<td>1 per training venue</td>
<td></td>
</tr>
</tbody>
</table>
## Annex B—Cost Responsibilities of Research Firm

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Research firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment and hiring of research firm staff, data collectors, supervisors and scouts</td>
<td>All costs associated with recruitment and hiring. Provide RTI with a list of data collectors (30 + 2 extra), supervisors (3) and scouts (9) -- including phone contact information.</td>
</tr>
<tr>
<td>Training</td>
<td>Ensure data collectors are at training on time, each day of training.</td>
</tr>
<tr>
<td>Field work</td>
<td>All costs associated with getting teams of data collectors, supervisors and scouts to the field. This includes transportation to counties, per diem/lodging during field work, transportation to and from the schools.</td>
</tr>
<tr>
<td>Electronic data collection and Uploading the data</td>
<td>Ensuring data are uploaded every evening. Locating teams near reliable sources of power to ensure tablets are properly charged for the next day.</td>
</tr>
</tbody>
</table>