

Statement of Work

Project Title: "Native Aspirations 3"

A. Background Information

A.1. Purpose of the Contract

The purpose of this contract is to provide proactive mental health assistance to children, youth, and their families living on Tribal reservations and in Alaska Native villages, in order to decrease the risk factors that contribute to suicide and school violence and to increase the protective factors that are linked to the healthy and safe development of children and their families.

A.2. Background and Need

The overall Native Aspirations Project provides mental health assistance to children, youth and their families living on tribal reservations and in Alaska Native villages, to: (1) decrease the risk factors that contribute to bullying, suicide and youth violence; and (2) increase the protective factors that are linked to the healthy and safe development of children and their families.

The Native Aspirations contracts were developed as an emergent response to the events of March 21, 2005, when a young boy living on the Red Lake Reservation in Minnesota killed nine people and wounded 13 others in his family and school before taking his own life. Kauffman & Associates, Inc., is the current contractor performing the Native Aspirations 1 and Native Aspirations 2 projects.

A bleak mountain of Federal research suggests the extraordinary risk and hardships of growing up American Indian/Alaska Native, compared with growing up as a member of any other ethnic group in the United States. For the past 20+ years, suicide has been the second leading cause of death for 15-24 year-old Indian youths. The suicide rate for this age group is 37 per 100,000, as compared to a rate of 11 per 100,000 for the general U.S. population. American Indian youths commit suicide at twice the rate of other young people, according to the U.S. Commission on Civil Rights. The overall death rate of American Indians younger than 25 is three times that of the total population in that age group.

Preliminary research from the American Indian Multi-sector Help Inquiry (AIM-HI) study found unique risk factors for suicide among Native American adolescents living on reservations. Previous research indicated that substance abuse and depression are the most common risk factors for suicide in Native American communities. American Indian youth are also at higher risk of suicide due to intergenerational trauma, including the loss of parents and relatives to suicide, which adds to the lack of social support in many American Indian communities for their youth. More than one-half (1/2) of all persons who die by suicide in Indian communities have never been seen by mental health professionals, often resulting from lack of resources. Suicide is often the result of missed opportunities to treat such problems as depression, alcoholism, child abuse, and domestic violence; all of which are often present in Native American communities and Alaska Native Villages.

Young Native men are at highest risk for suicide. Accounting for 64% of all deaths by suicide by American Indians and Alaska Natives, the suicide rate for Native American males ages 15 to 24 is two (2) to three (3) times that of the general U.S. rate. While the deaths of these youth by suicide can occur in isolation, on some reservations or villages the pattern of deaths more closely resembles “snowball”, “chain reaction”, or “cluster” patterns, which also differ from the general U.S. population. Tragically, regardless of the pattern, it is too often the case that within a short span of time, several young people in one geographic location die of suicide. It seems that if one person kills himself, often more people will follow suit. It has been suggested that often these young people are not getting the recognition and support they need to survive. At a recent funeral for a young man who killed himself, another young man went over to an attendee who said that the young man who had died "received more attention in death than he did in life." There is a perverse incentive to achieve the recognition in death that may not be present in life.

Bullying is an antecedent risk factor to suicide and violence among Native youth. Bullying is not an innocent activity, but rather harassment and abuse which can have extremely negative and painful outcomes for both the bullies and the bullied. Close to 30% of youth in the United States (or over 5.7 million) are estimated to be involved in bullying as either a bully, a target of bullying, or both.

Children and youth who are bullied are often anxious, insecure, and cautious and suffer from low self-esteem, rarely defending themselves or retaliating when confronted by students who bully them. Bullying can lead the children and youth who are the target of bullying to feel tense, anxious, and afraid. Bullying can affect their concentration in school, and can lead them to avoid school in some cases. In extreme cases, bullying can be devastating for children and youth, with long-term consequences. Researchers have found that years later, long after the bullying has stopped, adults who were bullied as youth have higher levels of depression and poorer self-esteem than other adults.

Behaviors of children who bully include aggression and manipulative behaviors with siblings, parents and others. Outcomes include a drop in school motivation and performance, anxiety symptoms and alcohol and other substance use.

Bullying is essentially about power and power imbalance. Bullying is a form of aggression that is repeated over time with the intent to cause harm to others. Unfortunately the child who bullies learns how to use power and aggression to control and distress another and the child who is victimized by the bully experience becomes trapped in this abusive relationship. Those who bully seek power over others and those who are victimized lose the power to stop the abuse. It is important to note that the causes of bullying are complex and systemic.

In the case of Native children, one must consider the systemic abuses of power through the legacy of colonialism and discrimination directed toward Native peoples. In some instances, there has been intergenerational histories of conflict including family violence and marital and child abuse. In other instances, there has been a disruption of the Native American tradition of connectedness due to historical issues such as forced removals from traditional homelands, the imposition of boarding schools, cultural persecution resulting in loss of language and customs, and the exposure of indigenous people to diseases from which they

had no immunity. Many parents have lacked personal experiences of receiving healthy parenting and may find parenting their own children challenging.

Bullying is a relationship problem that requires a relationship solution. The solution requires a dual focus on the child's needs, strengths and challenges and on the child's relationship with family, peers, adults and community. Caring adults are key to providing support for developing children. Debra Pepler, a leading bullying prevention researcher, suggests that Native teachings can have unique relevance to bullying prevention activities. The concepts of love, interconnectedness, wisdom, respect, bravery, honesty, humility and truth can be linked to bullying prevention. The traditional practices of American Indian and Alaska Native valuing community support and collaboration for solving problems serves as a model for bullying prevention initiatives. These practices can teach conflict resolution and problem solving skills, and serve to promote healthy relationships and to restore those damaged by conflict and the power imbalance resulting from bullying.

This contract is designed to address the major contributors to negative outcomes among Native youth -- bullying, violence and other factors, which can contribute to suicidal ideation.

B. Goals and Objectives

There are three (3) major objectives for the Native Aspirations project:

- To provide proactive mental health assistance to children, youth, and their families living on tribal reservations, urban areas and in Alaska Native villages;
- To decrease the risk factors that contribute to bullying, youth violence and suicide; and
- To increase the protective factors that are linked to the healthy and safe development of AI/AN children and their families.

Through this effort, the Government seeks to reduce risk behaviors—such as acts of bullying, violence and suicidal gestures—by AI/AN youth and increase pro-social and help seeking behaviors.

Under the Native Aspirations 1 and Native Aspirations 2 contracts, Kauffman & Associates, Inc., has been working with 16 AI/AN communities. An additional nine (9) communities will be added in 2007-2008, bringing that total to 25. For this contract, it is anticipated that eight (8) communities will be added annually to the Native Aspirations initiative, for a total of 40 communities under this contract. All currently engaged communities will remain connected to this expanding network of mobilized reservations and villages. At the end of this contract, the government expects that approximately 65 communities in all, will be engaged in proactive, community driven, culturally informed, evidence based programs designed to prevent bullying, youth violence and suicide in tribal communities. The impetus for sustaining this initiative on each reservation and/or tribal village is the result of mobilizing existing community supports, resources, values and traditions.

For these AI/AN communities, Native Aspirations has three (3) primary objectives:

1. To increase Native youth and families' awareness, knowledge, and skills regarding

- bullying, suicide, violence, and substance abuse prevention;
- 2. To build pro-social and help-seeking behaviors of Native youth; and
- 3. To promote Native youth-specific services (prevention and intervention programs) and the community strategic plans for the coordination of behavioral health, justice, and education systems supporting Native youth within the respective communities.

C. General Requirements

- C.1.** Independently, and not as an agent of the Government, the Contractor shall furnish all necessary labor, materials, supplies, equipment, and services (except as otherwise specified herein) needed to perform the work set forth below.
- C.2.** The Government Project Officer (GPO) shall monitor all work under this contract. The GPO shall be the primary point of contact for the Contractor with regard to the content of the activities that take place under this contract. The GPO has authority for decisions related to the requirements and tasks, and works in conjunction with the SAMHSA Contracting Officer, who has ultimate responsibility for overseeing contract compliance.
- C.3.** SAMHSA/Division of Management Systems–Information Technology Team (DMS-IT) Guidelines: The Contractor shall use software that meets SAMHSA guidelines. Specifically, the system(s) must be PC-compatible, operate in a Windows environment, and use Microsoft Office Suite (Word; Excel; PowerPoint; and Access), PowerBuilder or other software consistent with SAMHSA/DMS-IT standards. The contractor shall at all times maintain compliance with current DMS-IT standards, which may change over the duration of this contract. Any deviation from the SAMHSA standard must be negotiated with SAMHSA prior to contract award.
- C.4.** The Contractor shall be required to send electronic mail and attachments via the Internet. The Contractor shall have virus detection software in place that scans all incoming and outgoing electronic correspondence.
- C.5.** Telecommunication Services: The Contractor shall be assisted by the GPO in using the appropriate Federal procedures for creation of the 800 line and use of the Networkx Service. The Division of Operational Support (DOS) shall coordinate the installation of the Networkx Service to the Contractor site.
- C.6.** Adherence to SAMHSA Internet/Web Policy: The Contractor shall follow all SAMHSA Internet/Web Site Policy. Any development and production of Internet/Web applications, including Intranets and Extranets, must comply with SAMHSA policy and procedures. These policies and procedures cover web sites, web page linkages, and web development; and agency programmatic, concept, and technical clearances. All new contracts or modifications to existing contracts involving Internet/Web sites shall require Programmatic and Concept Clearance from the Office of Communications and IT Clearance from the DMS-IT. The SAMHSA Web Site is the only authorized web site. No new web sites shall be created without prior written approval of the GPO, in collaboration with appropriate agency website officials. Any new web sites created by the Contractor shall become part of the

SAMHSA Web Site. Applications development may be accomplished on the Contractor's server. Productions versions must reside on the SAMHSA/DMS-IT server.

- C.7. Section 508 Compliance:** Section 508 of the Rehabilitation Act requires agencies and their contractors to buy Electronic and Information Technology (EIT) that is accessible to people with disabilities.

On June 25, 2001, accessibility requirements for Federal Electronic and Information Technology took effect under Section 508 of the Rehabilitation Act. This law requires that such technology be accessible according to standards developed by the Access Board, which are now part of the Federal government's procurement regulations (Ref. to the Section 508 Federal Acquisition Regulations (FAR) Final Rule published on April, 2001 in the Federal Register).

These standards, as issued by the Board, cover a variety of products, including computer hardware and software, websites, phone systems, fax machines, copiers, and similar technologies. Provisions in the standards spell out what makes these products accessible to people with disabilities, including those with vision, hearing, and mobility impairments. The Board included both technical criteria specific to various types of technologies and performance-based requirements, which focus on a product's functional capabilities.

The law relies strongly on the procurement process to ensure compliance with the new standards. Compliance with the standards is required except where it would pose an "undue burden" (as defined in the standards) or where no complying product is commercially available.

The Contractor shall provide goods and/or services that meet the applicable provisions of the Access Board's standards as identified by the agency. Alternatively, the Contractor may propose goods or services that provide equivalent facilitation. Such offers shall be considered to have met the provisions of the Access Board's standards for the feature or component providing equivalent facilitation.

- C.8. SAMHSA'S Website Privacy Policy:** Each page of the Website, including the front or home page, must include a link to SAMHSA's Website Privacy Policy (found at <http://www.samhsa.gov/about/content/privacy.htm>). DHHS and SAMHSA policy does not allow for persistent cookies on any SAMHSA or SAMHSA-funded websites. In addition, any forms on the site which will ask users to enter personal information must first be approved through SAMHSA channels.

- C.9** Any publication (hard-copy or web-only) or audio-visual product (CD, DVD, PSA, etc.) produced under this contract shall require both concept and content clearance from SAMHSA's Office of Communications (OC) and the Office of the Assistant Secretary for Public Affairs (OASPA), HHS. The GPO will be responsible for ensuring that all such products are produced and cleared in accordance with the *HHS/SAMHSA Clearance Manual: Communications Planning and Clearance Process Guidelines*. The GPO will further ensure that as publications and products are being planned, the

Clearinghouse is notified proactively. Finally, dissemination of all materials must be coordinated through SAMHSA's Clearinghouse, as outlined in the *SAMHSA Health Information User's Guide*, which will be provided to the Contractor after contract award.

C.10 In response to the Office of Management and Budget's (OMB) requirement for increased accountability of Federal funding, SAMHSA's Center for Mental Health Services (CMHS) is in the process of implementing a web-based data reporting and collection system called Transformation Accountability (TRAC). TRAC is a data portal that will be used across Center activities. TRAC collects data related to the Government Performance and Results Act (GPRA), as well as any other information necessary to the management and monitoring of CMHS programs. All technical assistance contracts, including this one, will be required to provide data for TRAC. This data includes information about the TA activities undertaken by the Contractor and potential data on outcome/results. TRAC enables CMHS to have a centralized record of technical assistance activities for ensuring efficiency across the Center and for reporting to OMB and the Congress. CMHS is currently developing the data collection tools.

D. Specific Requirements

Because of the evolving nature of the project, the sensitive environment in which the work is to be conducted, and the emerging lessons learned from the initial program evaluation, work conducted under this contract must be carried out within the context of a partnership among the Contractor, the government (represented by the GPO), the Tribal communities and Alaska Native villages involved, and the other contractors providing technical assistance to the sites. The Contractor shall demonstrate not just sensitivity and cultural competence relating to populations studied, but also a respect and sensitivity to Tribal calendars, climate, and culture.

Within this context, the Contractor, under direction from the GPO, shall be responsible for assisting communities in mobilizing, planning and implementing community-driven and culturally-tailored evidence/practice-based interventions in up to 40 Tribal areas, and engage up to 4,000 children, youth and their families. The 25 communities who participated in the Native Aspirations 1 and Native Aspirations 2 projects shall be provided any technical assistance needed by the Contractor to implement the plans and activities developed as part of the project. These communities will adjust their efforts to enhance sustainability, and will then be invited to continue as elders and mentors for incoming Native Aspirations 3 communities. New Tribal sites shall be phased in over the course of the contract, with up to eight (8) phased in during Year 1, and 32 more phased in over the remainder of the contract. It is expected that 18-36 months will be required to fully implement the community specific activities and/or training programs in each of the selected reservations or Alaska Native Villages.

Each of these specific requirements is discussed below. Subsequent to this discussion, each is translated into the specific tasks necessary for satisfactory performance of the contract.

Task 1. Plan of Performance

- a. **For Year 1**, within one (1) week of the contract effective date (CED), and for Years 2-5, within four (4) weeks prior to the beginning of each contract year, the Contractor shall meet with the GPO and other relevant federal staff to review the Statement of Work (SOW), including the goals, objectives, Plan of Performance, tasks, activities, and timelines. The meetings shall take place at SAMHSA headquarters, located at 1 Choke Cherry Road, Rockville, MD 20857. The final Plan of Performance should be updated as necessary, following this meeting. Progress towards milestones should be reported **in Years 2-5**. Also, **in Years 2-5**, the Plan of Performance should detail any variances from the plan, reason for such variances, and methods used or proposed to make mid-course corrections.
- b. **In all years**, within three (3) weeks of receiving GPO feedback on the original draft, the Contractor shall deliver a revised draft Plan of Performance for the upcoming year.
- c. **In all years**, within one (1) week of receiving GPO feedback on the revised draft, the Contractor shall submit the Final Plan of Performance, which upon GPO approval, shall serve as the guide for work requirements to be performed.
- d. **In all years**, within 12 weeks after the beginning of the contract year, and quarterly thereafter, the Contractor shall meet with the GPO and other relevant federal staff by conference call, to review the Plan of Performance and incorporate changes, as needed, to ensure its continued consistency with the priorities and requirements of the Native Aspirations evaluation. When required, a revised Plan of Performance shall be submitted to the GPO for review and approval no less than two (2) weeks prior to the beginning of each quarter.
- e. **For Year 1**, within two (2) weeks of CED, the Contractor shall develop, for review by the GPO, a draft plan addressing the coordination of evaluation activities with the contractor conducting the external evaluation. Within one (1) week of GPO feedback and approval of this draft coordination plan, the Contractor shall meet with the Native Aspirations Evaluation contract staff to begin coordinating program components with evaluation tasks.

Task 2. Needs Assessment

- a. **For Year 1**, within six (6) weeks of the CED, the Contractor shall provide an updated assessment of highest-need Tribal areas based on National, regional and local data related to Native youth violence, bullying, and suicide, by using indicators that may include, but are not limited to, the following socioeconomic, mortality, and behavioral health indicators: poverty, per capita suicide rate, per capita homicide rate, violent deaths, school attendance, justice and law enforcement data on threatening or violent behavior, school truancy, school-based discipline or bullying referrals, mental health services referrals, domestic violence, motor vehicle accidents, Indian Health Service (IHS) Services appropriation, Area Behavioral Health Funding per person, and documentation of substance use.
- b. **For Year 1**, within eight (8) weeks of the CED, the Contractor shall provide an assessment of needs of indigenous people in the Pacific Islands and other U.S. territories based on National, regional and local data related to indigenous youth

violence, bullying, and suicide, by using indicators that may include, but are not limited to, the following socioeconomic, mortality, and behavioral health indicators: poverty, per capita suicide rate, per capita homicide rate, violent deaths, school attendance, justice and law enforcement data on threatening or violent behavior, school truancy, school-based discipline or bullying referrals, mental health services referrals, domestic violence, motor vehicle accidents, IHS Services appropriation, Area Behavioral Health Funding per person, and documentation of substance use.

- c. **For Year 1**, within 10 weeks of the CED, and following identification of the highest-need Areas, the Contractor shall conduct key regional administrative stakeholder interviews to identify the communities most in need of youth violence, bullying, and suicide prevention services in their respective IHS areas. Key regional stakeholders may include, but are not limited to, IHS Area Directors, IHS Directors of Behavioral Health, representatives of Native health boards, Bureau of Indian Affairs, Directors, State Indian Education Coordinators, and other regional social service and educational stakeholders.
- d. **For Year 1**, within 12 weeks of the CED, the Contractor shall prepare a report of the findings of the needs assessments and the recommend 8-12 highest risk areas to receive training and technical assistance, and prevention and early intervention services in Year 1, and submit to the GPO for approval. Additionally, based on the findings of the needs assessments, the Contractor shall prepare a plan of services for Years 2-5 of the contract, and recommend the process for identifying the 32 additional sites that will receive training, technical assistance, and prevention and early intervention services in Years 2-5. Note: Offerors should propose a method for substituting sites and/or re-doing the needs assessment in the event that there are not sufficient sites available in subsequent years.
- e. **For Year 1**, within 10 weeks of the CED, the Contractor shall update the needs assessment and progress to-date for Native Aspirations 1 and Native Aspirations 2 communities. The Contractor shall prepare a plan for providing technical assistance to complete the activities and meet the outcomes identified by each site in their Community Plan.
- f. **For Year 1**, within 12 weeks of the CED, the Contractor shall develop a strategy for inviting new communities identified as high need to participate in the Native Aspirations project and submit to the GPO for review and approval.

Task 3. Community Engagement

- a. **For Year 1**, within 16 weeks of the CED, after approval of the priority list of participating sites, the Contractor shall extend invitations for selected communities to participate in the Native Aspirations project, using the strategy submitted to the GPO in Task 2.e. Additionally, based on the findings of the priority list, the Contractor shall prepare a schedule for extending invitations to new communities in Years 2-5 of the contract.
- b. **In all years**, upon invitation from each community, the Contractor shall conduct a site visit with Tribal leaders to invite the Tribe's participation in the Native Aspirations project, to review the findings of the preliminary needs assessment, develop a plan for leadership and oversight of the project, and a schedule for providing updates for Tribal Council on progress. This meeting with Tribal Council and community leaders to discuss participation in the Native Aspirations project will also serve to identify

- possible lead agencies, a lead community coordinator and contact person, and recommended participants on the oversight panel.
- c. **In all years**, within two (2) weeks after receiving a formal acceptance of the invitation to participate in the Native Aspirations project, either through Tribal Council resolution or Executive Order, the Contractor shall contact the Community Coordinator, Contact Person, and Oversight Committee members named in the resolution/executive order to initiate the program.
 - d. **In all years**, working with the community members, the Contractor shall conduct a community readiness assessment, and begin the participatory process of assessing the community-specific risk and protective factors.
 - e. **In all years**, the Contractor shall develop a schedule for the delivery of training and technical assistance for community mobilization, planning, and interventions with the community. The Contractor shall provide a facilitated a Gathering of Native Americans (GONA) and/or a Community Mobilization and Planning event (CMP) at the request of the community in order to engage and mobilize community members to work together on developing a community prevention plan that is culturally tailored and focuses on meaningful outcomes for the Tribe or Village. Up to three (3) site visits per community shall be conducted in order to provide a facilitated four (4)-day GONA , a Community Mobilization Planning event (CMP), a Community Readiness Assessment (CRA), and/or technical assistance in developing the final Community Prevention Plan. The agreed upon schedule of site visits, training and technical assistance for community engagement, mobilization and planning shall be submitted to the GPO within one (1) week of completion.
 - f. **In all years**, the Contractor shall work with each community to assist in the development of a culturally tailored, community driven, proactive and evidence based prevention plan of activities and interventions that will be presented to Tribal Council.
 - g. **In all years**, the Contractor shall collaborate with Community members and the external evaluation contractor to develop goals and objectives for the Community plan that address the community's most pressing needs and most meaningful outcomes.
 - h. **In all years**, within two (2) weeks of each site visit, the Contractor shall provide a written report using the agreed upon protocol.

Task 4. Technical Assistance and Training

- a. **In Year 1**, within four (4) weeks after the CED, the Contractor shall complete a review of the most relevant life skills training, youth violence and suicide prevention training resources, and technical assistance materials.
- b. **In Year 1**, within four (4) weeks after the CED, the Contractor shall complete a review of the most relevant bullying prevention training resources and technical assistance materials.
- c. **In Year 1**, within 12 weeks after the CED, the Contractor shall provide a plan for procuring training for and/or training tribal representatives in the delivery of evidence-based violence and suicide prevention services to children, youth, and their families on the tribal reservations selected for Year 1 of the contract. The Contractor shall describe, in detail, methods for implementing these required services, including the hiring of expert consultants/trainers, if necessary, for the training services for proprietary interventions.

- d. **In Year 1**, within 12 weeks after the CED, the Contractor shall provide a plan for procuring training for and/or training tribal representatives in the delivery of evidence-based bullying prevention services to children, youth, and their families on the tribal reservations selected for Year 1 of the contract. The Contractor shall describe, in detail, methods for implementing these required services, including the hiring of expert consultants/trainers (if necessary) for the training services for proprietary interventions.
- e. **In all years**, within four (4) weeks after each community's final Prevention Plan is submitted, the contractor shall disburse the funding as described in the budget for the plan (\$25,000 maximum the first year).
- f. **In all years**, within two (2) weeks after each community's final Community Prevention Plan is completed, the Contractor shall develop an individualized plan and proposed schedule of the site visits, training, and technical assistance to be provided during Year 1 of the contract, as well as Years 2-5. Each individualized plan should respond to the Reservation/Village/Tribal site's stage of readiness; provide for the use of expert consultants or trainers when expertise is needed to implement an evidence-based program; ensure that the implemented service is culturally competent and timely; and help the Reservation/Village/Tribal site work toward capacity building and sustainability of the implemented services. In addition, each individualized plan should include strategies for ensuring that community members who have participated in training receive the ongoing training, support and technical assistance required to implement the training as articulated in the Community Prevention Plan. Any training may be provided in a phased in manner to ensure that all persons to be trained are provided training within an appropriate time frame relating to the implementation of the chosen program on each reservation or Alaska Native village. Each local tribal member shall be provided an honorarium for learning the indicated program and for implementing it in each local site for the duration of the proposed intervention. It is expected that most sites shall require quarterly site visits from the Contractor, which take advantage of scheduled trainings and relevant community events, until the Community Prevention Plan has been fully implemented, and that a ceremonial recognition of successful implementation of the Community Prevention Plan shall be conducted with all involved. At least one (1) of every three (3) site visits shall be focused on bullying prevention activities. The interventions must be agreed upon by both the Reservations/Tribal Sites and the GPO.
- g. **In all years**, within the approved sites for each cohort of participants, the Contractor shall identify and enlist community members to implement culturally tailored and appropriate evidence-based practices, such as the American Indian Life Skills Development Program, GONA, or other programs and practices shown to contribute to the prevention of suicide and/or violence among adolescents and young adults. The community members who are trained to implement the program shall be financially compensated for their involvement in this program. This training should also include examples of creating or reinforcing linkages with appropriate service systems for referrals when at-risk youth are identified through the prevention or intervention program.
- h. **In all years**, within the approved sites for each cohort of participants, the Contractor shall identify and enlist community members to implement culturally tailored and appropriate evidence-based practices shown to contribute to the prevention of bullying among adolescents and young adults. The community members who are trained to implement the program shall be financially compensated for their involvement in this

program. This training should also include examples of creating or reinforcing linkages with appropriate service systems for referrals when at-risk youth are identified through the prevention or intervention program.

- i. **In all years**, the Contractor shall provide, when indicated, localized and on-site assistance, including training local leaders in the implementation of evidence/culture base practices, and supervision of evidence-based practices implementation designed to address the particular needs of the individual reservations or tribal sites participating in Native Aspirations. This assistance should include site visits, phone and e-mail consultation, and the development of a process to involve relevant content experts in training, implementing, and monitoring the implementation of these evidence-based programs focused on preventing bullying, suicide and youth violence. The Contractor shall conduct up to four (4) training and technical assistance site visits per year, at least one (1) of which shall focus on bullying prevention.
- j. **In Year 1**, within 12 weeks after the CED, the Contractor shall provide the GPO, for review and approval, an initial list of proposed training experts to be used to implement the GONA, CMP, and training for the programs and activities selected by each Tribe. Resumes for each identified training expert must be included with the listing. **In all years**, updated lists of experts and consultants can be submitted with the Monthly report.
- k. **In all years**, the Contractor shall be responsible for reimbursing the expert consultant/trainer for services provided to each Reservation/Tribal Site.
- l. **In Year 1**, within eight (8) weeks after the CED, the Contractor shall develop a database to track the participating sites, the types of interventions and activities being used, needs assessment and plan for assistance, evaluation data, community characteristics, technical assistance contacts, and other fields as appropriate.

Task 5. Monitor and Evaluate Implementation of Community Prevention Plans

- a. **In all years**, the Contractor shall implement any requested training called for in the community plan in a phased-in sequence.
- b. **In all years**, every four (4) weeks, the Contractor shall contact each Reservation/Tribal Site currently engaged in the implementation by phone to continually assess strengths, needs, emerging problems, and progress achieved towards project goals and objectives.
- c. **In all years**, the Contractor shall conduct up to four (4) site visits for each community per year, integrated with training and community activities whenever feasible, to provide technical assistance and support, as well as additional training to assist in the implementation of the Community Plan. At least one (1) of these site visits shall be focused on bullying prevention activities.
- d. **In Year 1**, within 12 weeks of the CED, the Contractor shall develop a process evaluation protocol that provides ongoing feedback for adjustments to the Native Aspirations program. This protocol should be coordinated with the Native Aspirations Evaluation Contractor, should not duplicate nor supplant their efforts, should be meaningful to the community and minimally burdensome, and build capacity in the community for self-assessment.
- e. **In all years**, at six (6)-month intervals, the Contractor shall compile a brief description of each community's progress and results of the process evaluation to provide to Community work groups, Tribal leaders, and the GPO.

- f. **In all years**, the Contractor shall conduct community participatory process evaluations in order to further refine the technical assistance and interventions to best meet the needs of the community and outcomes of the project.
- g. **In all years**, the Contractor shall coordinate with, and participate in, the *Evaluation of Native Aspirations* project.

Task 6. Sustainability and Mentorship Activities

- a. **For Year 1**, within 16 weeks of the CED, the Contractor shall develop and submit a draft plan to the GPO, in order to enhance sustainability of effort in Native Aspirations sites, build on the resources and strengths developed during the activities of the implementation phase of this project, and setting an additional array of skills, tasks and personnel needed for maintenance and sustainability of effort by individual communities.
- b. **In all years**, within four (4) weeks of each community's celebration marking the completion of their originally developed Community Prevention Plan, the Contractor shall collaborate with the site in developing a sustainability plan that identifies youth leaders, trained community members, participants in the Community Prevention Plan, activities for maintenance of effort, training needs for sustainability, mentors and elders available to assist incoming Native Aspirations communities, a Lead Coordinator for Sustainability, and a budget for support of these activities. At the community's request, the Contractor shall conduct up to one (1) site visit to celebrate the accomplishment of the Community Prevention Plan and/or to assist in the development of the Community Sustainability Plan in up to 12 communities per year.
- c. **In all years**, the Contractor shall support each Community's Plan for Sustainability with opportunities for mentoring and training other Native Aspirations communities, sharing lessons learned with Native Aspirations communities and others working in and among American Indian/Alaska Native reservations and villages, developing advisory groups to review materials for dissemination, extending invitations to participate in gatherings of Native Aspirations sites, and monthly contacts and annual site visits. Support shall include, but is not limited to, providing funding for mentoring activities and/or coordination and facilitation of opportunities.
- d. **In all years**, the Contractor shall assist communities in planning for, and adjusting to, transitions in Tribal leadership and community leaders, ensuring continuity of knowledge and training expertise as well as building capacity for an expanding prevention work force.

Task 7. Dissemination of Findings and Work Products

- a. **For Year 1**, within four (4) months of the CED, the Contractor shall submit to the GPO a draft plan for production and dissemination of Findings and Work Products relevant to youth violence and suicide prevention. Examples of work products may include, but are not limited to, a "Guide for Conducting Your Community Readiness Assessment," a review of current life skills training, youth violence and suicide prevention training resources and other technical assistance materials, or "Lessons Learned from Native Aspirations Community Mobilization and Planning." Journal articles suitable for publication, protocols and "how to" guides easily accessible on the web, brief reports on lessons learned, consultation on tool kits, and co-presenting with members of Native

- Aspirations communities at conferences and meetings, would all be acceptable and viable mechanisms for dissemination. The draft plan should include input from Native Aspirations communities about their preferred forms for learning and dissemination.
- b. **For Year 1**, within four (4) months of the CED, the Contractor shall submit to the GPO a draft plan for production and dissemination of Findings and Work Products relevant to bullying prevention. Journal articles suitable for publication, protocols and “how to” guides easily accessible on the web, brief reports on lessons learned, consultation on tool kits, and co-presenting with members of Native Aspirations communities at conferences and meetings, would all be acceptable and viable mechanisms for dissemination. The draft plan should include input from Native Aspirations communities about their preferred forms for learning and dissemination.
 - c. **In all years**, the final plan is due to the GPO within two (2) weeks of GPO feedback.
 - d. **In all years**, any revisions to the plan shall be submitted as part of the Performance Plan, four (4) weeks prior to the beginning of each contract year.
 - e. **In all years**, the Contractor shall develop and produce work products, as described and agreed to in the Final Plan for Dissemination of Findings and Work Products.
 - f. **For Year 1**, the Contractor shall develop and submit a draft plan to address concept clearance from the SAMHSA OC (See also Part C., General Requirements, Subpart C.9, above).

Task 8. Reporting

- a. **In all years**, the Contractor shall submit Monthly Performance Reports, with the first report due to the GPO 90 days after the CED. By the tenth (10th) workday of each month, the Contractor shall submit one (1) copy of a letter-type monthly progress report to the GPO and Contracting Officer summarizing activities from the previous month and detailing plans for the upcoming month. Information should be organized by Task. Summaries of labor hours (by position) and dollar expenditures (by line item) should be included. This report must include, but not be limited to, a description of the following:
 - All activities performed during the month, by task;
 - Summary analysis of activities and performance to date;
 - Problems encountered and proposed or enacted solutions;
 - Plans for the upcoming three (3) months;
 - Any site visit reports or written deliverables completed during the month;
 - A brief discussion of the expenditure of contract funds, calling attention to any variances observed from proposed time or cost schedules;
 - The invoice for payment;
 - A statement indicating the percentage of the contract period that has been completed and the percentage of the funds that have been expended;
 - A statement that the contract will (or will not) be completed in accordance with the time frame specified in the delivery schedule, and will (or will not) be completed within the budgeted amount.
- b. **In all years**, at the end of each year of the contract, the Contractor shall prepare a monograph consisting of a summary two (2)-page report for each Reservation/Tribal Site participating in Native Aspirations and an updated PowerPoint of the Native Aspirations project. The 2-page report should include, but not be limited to, a project description, goals and objectives, total amount of funding, key accomplishments and

findings, emergent issues, and lessons learned. The updated PowerPoint should include, but not be limited to, a current overview of the Native Aspirations project activities and sites, proposed activities and sites for the coming year, accomplishments, lessons learned, and vignettes or quotes approved for use by the community or individual being quoted or described. The Contractor shall ensure that each Tribal community will have been given the opportunity to review and edit any information about their Site before submission to the GPO. Within two (2) weeks of receiving feedback from the GPO of this draft Interim report, the Contractor shall incorporate changes and submit a final monograph for GPO approval. Within four (4) weeks following GPO approval of the reports, the Contractor shall consolidate all reports into the monograph and produce copies that will be disseminated to recipients, as determined by the GPO.

- c. **At the end of Year 1**, the Contractor shall prepare a comprehensive report of the needs assessments completed. These reports shall be forwarded to the GPO and other relevant Federal staff for review and approval. Within two (2) weeks of receiving feedback from the GPO of this draft Interim report, the Contractor shall incorporate changes and submit a final monograph for GPO approval.
- d. **Within 90 days after the end of Year 2**, the Contractor shall construct and deliver a draft Interim Technical Report that must include, but is not limited to:
- a summary of technical assistance and training activities to date;
 - lessons learned in the performance of the contract that will inform future prevention efforts,
 - qualitative data such as lessons learned and feedback from the communities,
 - results from the process evaluation, and
 - a compilation of materials developed under this contract to date.
- Within two (2) weeks of receiving feedback from the GPO of this draft Interim report, the Contractor shall incorporate changes and submit a final Interim Technical Report for GPO approval.
- e. **In year 5**, the Contractor shall construct and deliver a draft Final End-of-Contract Report that includes an Executive Summary suitable for broad dissemination, for review by the GPO and other relevant federal staff, eight (8) weeks before the end of the contract. Two (2) copies of the draft final report that summarizes the results of activities conducted during the performance of the contract, including problems encountered and their solutions, shall be submitted to the GPO. This report may undergo a number of government reviews. Comments and critiques will be reviewed with the Contractor by the GPO. Input from the GPO and the Native Aspirations communities must guide the format of the Executive Summary, including the community stories, lessons learned, qualitative data, and conclusions to be reported as part of the Executive Summary. The Contractor shall provide a draft Executive Summary to Native Aspirations communities eight (8) weeks prior to the end of the contract, requesting their input regarding the Final Report. The Final Technical Report is due to the GPO by the final day of the contract, both in hard copy and electronically, along with data tapes, codebooks/dictionaries, reports, etc. The Contractor shall submit three (3) copies of the Final Report to the GPO, as approved above, and one (1) copy to the Contracting Officer, by the contract expiration date.

Task 9. Meetings and Communications

The Contractor shall conduct meetings and communications to coordinate and implement all aspects of this contract with the GPO and other relevant federal staff, the Native Aspirations external evaluators, the Native Aspirations Tribal Evaluation Working Group, and the Native Aspirations sites.

- a. **For year 1**, within four (4) weeks of CED, the Contractor shall develop and submit a draft Communications Plan to specify the frequency and mechanisms for these communications. The Contractor shall be responsible for preparing written minutes or summaries of all meetings. **In subsequent years**, any revisions to this Plan shall be submitted as part of any quarterly updates to the Performance Plan, and four (4) weeks prior to the beginning of each contract year.
- b. **In all years**, the Contractor shall participate in, and plan for, a face-to-face meeting with Federal staff, to take place at SAMHSA headquarters at 1 Choke Cherry, Rockville, MD.
- c. **In all years**, face-to-face meetings shall be required with:
 1. the Native Aspirations evaluation contractor staff (Macro International, Inc.) and other contract and subcontract project personnel, and
 2. the Native Aspirations Tribal Evaluation Working Group.
- d. **In year 1**, biweekly calls shall be required with the GPO and other federal staff. **In years 2-5**, monthly calls shall be required with the GPO and other federal staff. Additional communications shall be completed as agreed in the Communications plan submitted by the Contractor, and included in the Plan of Performance.
- e. **In all years**, the Contractor shall communicate regularly with the local Native Aspirations sites and other technical assistance contractors serving those sites.
- f. **In Years 1, 3, and 5**, the Contractor shall plan and staff a meeting (or regional meetings) for Native Aspirations sites that allow communities to: 1) celebrate accomplishments, 2) share lessons learned, community plans, interventions and developing expertise across and between participating communities, 3) develop youth leaders and honor the wisdom of elders, mentor new communities and youth, 4) connect with other communities working on youth violence, suicide, and bullying prevention, and 5) receive additional training and technical assistance on sustainability, evaluation and programs (e.g., a track at the Garrett Lee Smith State/Tribal Suicide Prevention grantee meeting, regional meetings for Native Aspirations sites, or a gathering for cohorts 1, 2 and 3 communities to build on the Juneau gathering and envision a network that doubles again the number of Native Aspirations sites in three (3) years). The Contractor shall propose a strategy for inviting and sponsoring key community members from each Native Aspirations site as part of the Plan of Performance.
- g. **In Years 2 and 4**, the Contractor shall propose a strategy for building a network of Native Aspirations communities that can work together on the special projects that will arise over the course of this contract.

Task 10. Contract and Data Management System

The purpose of this task is to develop and implement an electronic contract and data management system to provide both tracking of the activities and analysis of the results of this evaluation project.

The Contractor shall construct and maintain a database for all information collected, and

implement quality control procedures, including assurance of confidentiality, methods for cleaning the data, clarifying errors in information collecting and programming, appropriate analytical programs, and complete documentation. Data and information related to this project shall be collected, organized, and managed to develop a knowledge base for project management, analysis, and reporting to the Government on the progress of this effort.

The Contractor shall use off-the-shelf software to the extent possible to develop and implement such a system. All automated functions shall be compatible with SAMHSA's computer software and hardware [ref. to SAMHSA/DMS-IT Guidelines]. The Contractor shall efficiently plan, collect data, organize the database, and manage the automated contract management system, and shall use this information to track and monitor project activities, and to prepare reports.

Development of the system shall begin immediately upon contract award to facilitate immediate and ongoing management of project data [subsequent to the Government approval of the IT Plan and the IT Security Plan]. Any changes to the SAMHSA/DMS-IT approved IT Plan and/or IT Security Plan shall be resubmitted to the Government for review and approval. The size, scope, and complexity of the automated contract management system shall be commensurate with the size, scope, and complexity of the project and the information to be collected, managed, and reported.

- a. **IT Plan:** The Contractor shall prepare an IT Plan that includes the Design, Development, Implementation, and Maintenance for all IT Applications. The IT Plan should include functional requirements (e.g., data, workloads, user interface, reliability, security, and maintenance), technical requirements (e.g., hardware, software, and telecommunications) and operational and other requirements. It should also include major IT milestones and implementation dates of the project. The draft and final IT Plan shall be submitted as a deliverable to the GPO and DMS-IT (through the GPO) for review and approval.

IT Security Plan: In compliance with OMB Circular A-130, "Management of Federal Information Resources," the Contractor shall prepare an IT Security Plan that includes a control process to ensure that appropriate management, operational and technical safeguards are incorporated into all SAMHSA IT Applications. The Contractor shall use the guidance provided in the documentation standards of the National Institute of Standards and Technology; NIST Special Publication 800-18 Rev. 1 "Guide for Developing Security Plans for Information Technology Systems," when developing the IT Security Plan.

In addition, the Contractor shall comply with the IT Application(s) security requirements needed for this contract, as set forth in the SOW. The Contractor further agrees to include this provision in any subcontract awarded pursuant to the prime contract. The draft and final IT Security Plan shall be submitted as a deliverable to the GPO and the DMS-IT (through the GPO) for review and approval.

- b. **For year 1**, within 12 weeks of CED, the Contractor shall develop and submit a Contract and Data Management System plan. **In subsequent years**, any revisions to such agreements shall be submitted as part of the Performance Plan – four (4) weeks prior to the beginning of each contract year.

Task 11. Transition Plans and Contract Closeout

- a. **In the final year** of the contract, at least six (6) weeks prior to the end date of the contract, the Contractor shall develop and submit to the GPO for review a plan to assure an orderly transition at contract expiration in the event that there is a successor contractor. A transition period shall not exceed one (1) month and shall be conducted in such a manner as not to disrupt the activities of the Native Aspirations sites. The transition plan shall include documentation of the commitments made by the Contractor to ensure the government and successor contractor have all the materials and access to resident expertise within the current contractor's organization to refine and/or continue additional implementation of the Native Aspirations initiative funded by SAMHSA or other initiatives funded by SAMHSA, that derive from the Native Aspirations project. The transition plan should be included in the contract Plan of Performance
- b. The Contractor shall deliver to the GPO all stored publications and materials; all equipment (Government furnished property and Contractor-acquired property); all reference materials; all exhibit materials; all document collections, correspondence files, shelf supplies of publications and materials used to respond to inquiries; program files; audio and video materials; and any other materials acquired for the sole use of providing training and technical assistance to Native Aspirations Reservations/Tribal Sites.
- c. The Contractor shall deliver to the GPO all software programs acquired, developed, or altered under this contract and for which contract funds were expended. These shall be provided in the form of duplicate copies of magnetic tapes, dumps of programs, and dumps of sample records. Full documentation pertaining to the program shall be provided by the Contractor.
- d. The Contractor shall deliver to the GPO all course material, including lesson plans, activities, and assignments that were acquired, developed, or altered under this contract and for which contract funds were expended.
- e. The Contractor shall deliver to the GPO the database information system used to manage all Reservations/Tribal Sites records regarding the interventions, including the life skills training provided to Reservations/Tribal Sites.
- f. All items listed in this task shall be packed in new boxes of uniform sizes (except equipment) each labeled, numbered, and delivered with five (5) copies of an inventory of the contents of each box.
- g. Unless the underlying data used in the selected study analysis are leased, proprietary, or owned by the Tribe, analytic files (where source files are reduced in volume and tailored to specific analyses), or data analytic programs, then the results produced under the auspices of this project shall be property of the federal government. If State data are used, the federal government shall collaborate with the participating States in planning, carrying out and disseminating the results of such analyses. If Tribal data are used, the federal government shall collaborate with the participating Tribes in planning, carrying out and disseminating the results of such analyses.
- h. All information and materials, including data developed under this contract, are the property of the government and shall be delivered as part of the turnover at the end of the contract. No information developed under this contract shall be released by the Contractor without the written permission of the government.

Delivery Schedule

Project Title: Native Aspirations 3			
Task	Description/Item	# of Copies (hard/electronic)	Due Date
Gen'l Requirements, C.9	Provide all requested materials needed by GPO to ensure publication or audio-visual products are produced and cleared by SAMHSA's Office of Communications and the OASPA.	TBD	Throughout the year
1. Plan of Performance			
1.a	Meet with GPO to review original draft Plan of Performance		Not Later Than (NLT) 1 week of CED.
1.b	Submit a revised draft Plan of Performance for GPO review	3/1	NLT 3 weeks of GPO feedback.
1.c	Submit a final Plan of Performance to GPO	3/1	NLT 1 week of GPO review of revised draft.
1.d	Meet by conference call with GPO to review the Plan of Performance		NLT 12 weeks of CED, and quarterly thereafter.
1.d	When needed, submit a revised Plan of Performance based on changes made during above meetings	2/1	At least 2 weeks before the beginning of a quarter.
1.e	Develop for review by the GPO a draft plan addressing the coordination of evaluation activities with the contractor conducting the external evaluation.	3/1	NLT 2 weeks of CED.
1.e	Meet with Evaluation of Native Aspirations staff to begin coordinating program components with evaluation tasks.		NLT 1 week of GPO approval of coordination plan.
2. Needs Assessment			
2.a	Provide an updated assessment of highest need Tribal areas.	3/1	NLT 6 weeks of CED.
2.b	Provide an assessment of needs of indigenous people in the Pacific Islands and other U.S. territories re: bullying, youth violence and suicide indicators.		NLT 8 weeks of CED.

2.c	Conduct key regional administrative stakeholder interviews to identify the communities most in need of youth violence, bullying, and suicide prevention services.		NLT 10 weeks of CED.
2.d	Prepare a report of the findings of the needs assessments and recommend the 8-12 highest risk areas to receive training and technical assistance and prevention and early intervention services for year 1 as well as a process for identifying 32 additional sites in years 2-5.	2/1	NLT 12 weeks of CED.
2.e	Update needs assessment and progress to date for Native Aspirations 1 and Native Aspirations 2 communities.	2/1	NLT 10 weeks of CED.
2.e	Prepare a plan for providing technical assistance to Native Aspirations 1 and Native Aspirations 2 communities.	2/1	NLT 10 weeks of CED.
2.f	Develop a strategy for inviting new communities to participate in Native Aspirations and submit to GPO.	2/1	NLT 12 weeks of CED.
3. Community Engagement			
3.a	Extend invitations for selected communities to participate in Native Aspirations		NLT 16 weeks of CED.
3.a	Prepare a schedule for extending invitations to new communities in Years 2 – 5 of the contract.		NLT 32 weeks of CED.
3.b	Conduct site visit with Tribal leaders to invite the Tribe’s participation in Native Aspirations project.		NLT 30 days of invitation from the community.
3.c	Contact Community Coordinator to initiate the program.		NLT 2 weeks or Tribe’s formal acceptance.
3.d	Conduct Community Readiness Assessment.		Per performance plan.
3.e	Develop a schedule for training and technical assistance for community mobilization, planning and interventions (e.g. GONA, CMP, CRA, final plan development).	2/1	NLT one week of community agreement.
3.e	Conduct up to 4 site visits per community to implement scheduled training and technical assistance.		Per schedule and performance plan.
3.f	Assist Tribes in developing a Community Prevention Plan for presentation to each community’s Tribal Council.		Per schedule and performance plan.

3.g	Collaborate with Community members and contractor for Evaluation of Native Aspirations in developing goals and objectives.		Per schedule and performance plan.
3.h	Submit written report of site visit to GPO.	2/1	NLT 2 weeks of each site visit.
4. Technical Assistance and Training			
4.a,b	Complete a review of the most relevant training resources and technical assistance materials.	3/1	NLT 4 weeks after CED.
4.c,d	Provide a plan for procuring training and/or training tribal representatives in culture/evidence based practices.	3/1	NLT 12 weeks after CED.
4.e	Disburse funding for each community's Prevention Plan.		NLT 4 weeks of community's submission of Final Prevention Plan.
4.f	Develop an individualized plan and proposed schedule of site visits, training and technical assistance for each community.	2/1	NLT 2 weeks of completed Community Prevention Plan.
4.g,h	Identify and enlist community members to implement culturally tailored and appropriate Evidence Based Practices.		Per individualized community plan.
4.i	Conduct up to 4 site visits per community, as well as provide phone and email consultation, to implement training and technical assistance plan.		Per individualized community plan.
4.j	Provide the GPO with an initial list of proposed training experts.	2/1	NLT 12 weeks after CED. Updates to be included in monthly report.
4.k	Reimburse expert consultants and trainers for services provided.		NLT 30 days of event.
4.l	Develop a database to track the training and technical assistance.		NLT 8 weeks after CED.
4.a-1	Submit revisions to the Training and Technical Assistance plan as part of the annual Plan of Performance.	2/1	At least 4 weeks prior to beginning of each contract year.
5. Monitor and Evaluate Implementation of Community Prevention Plan			
5.a	Implement requested training per community plan.		Per community plan.

5.b	Contact each site for updates on needs and progress.		Monthly.
5.c	Conduct up to 4 site visits for each community per year to provide technical assistance.		Per performance and community plan.
5.d	Develop process evaluation protocol for Native Aspirations program.	2/1	NLT 12 weeks of CED.
5.e	Compile a brief description of each community's progress for Community Work Groups, GPO and Tribal leaders.	3/1 and 1 per community	Every 6 months after community accepts invitation to participate.
5.f	Conduct community participatory process evaluation.		Ongoing
5.g	Coordinate with and participate in the Evaluation of Native Aspirations project.		Ongoing.
5.a-g	Submit revisions to these plans as part of annual Plan of Performance.	2/1	At least 4 weeks prior to beginning of each contract year.
6. Sustainability and Mentorship Activities			
6.a	Develop and submit to GPO a draft plan to enhance sustainability of effort in Native Aspirations sites.	3/1	NLT 16 weeks of CED.
6.a	Submit final plan to GPO.	3/1	NLT 2 weeks of GPO feedback.
6.b	Collaborate with each site to develop a Community Sustainability Plan, which may include up to 1 site visit.		NLT 4 weeks of celebrating completion of original Community Prevention Plan.
6.c	Support each Community's Plan for Sustainability with opportunities for mentoring, training, networking and funding.		Ongoing.
6.d	Provide technical assistance to ensure continuity of knowledge, building capacity, and adjusting to transitions in leadership.		Ongoing.
6.a-d	Submit revisions to this plan as part of Plan of Performance.	2/1	At least 4 weeks prior to beginning of each contract year.

7. Dissemination of Findings and Work Products			
7.a,b	Develop and submit a draft plan for production and dissemination of Findings and Work Products.	4/1	NLT 16 weeks of CED.
7.c	Submit Final plan to GPO.	4/1	NLT 2 weeks of GPO feedback.
7.d	Submit revisions to this plan as part of Plan of Performance.	2/1	At least 4 weeks prior to beginning of each contract year.
7.e	Develop and produce work products as described and agreed to in the Final plan.	3/1	Per production, dissemination and performance plan.
7.f	Develop and submit a draft plan to address concept clearance from the SAMHSA Office of Communications	4/1	NLT 24 weeks of CED.
8. Reporting			
8.a	Submit a Monthly Report to GPO.	2/1	NLT 90 days of CED and monthly thereafter.
8.b	Prepare a monograph with Community Stories updating progress from each site, and an updated Power point overview of the Native Aspirations project.	3/1	At the end of each contract year.
8.c	Prepare a draft comprehensive report of the needs assessments completed.	2/1	At the end of Year 1.
8.c	Prepare a final comprehensive report of the needs assessments completed.	3/1	Two weeks after receiving GPO feedback.
8.d	Submit a draft Interim Technical Report to the GPO for review.	3/1	NLT 90 days after the end of Year 2.
8.d	Incorporate changes and submit a final Interim Technical Report.	4/1	NLT 2 weeks of GPO review of draft Interim Technical Report.

8.e	Submit draft Final Technical Report.	2/1	NLT 8 weeks before the end of the contract.
8.e	Submit a Final Technical Report.	4/1	Before the final day of the contract.
9. Meetings and Communications.			
9.a	Develop and submit a plan for ongoing communications with the GPO and other relevant Federal staff, the Native Aspirations external evaluators, the Native Aspirations Tribal Evaluation Working Group, and the Native Aspirations sites.	4/1	NLT 4 weeks of CED and quarterly thereafter.
9.a	Prepare written minutes for all calls and meetings and submit to GPO.	1/1	NLT 7 days after the conclusion of each meeting.
9.b	Meet in-person with GPO and other relevant staff to review contract procedures and plan events for the coming year		NLT 4 weeks of CED and annually thereafter.
9.c	Meet in-person with Native Aspirations Tribal Evaluation Working Group.		NLT 24 weeks of CED and annually thereafter.
9.c	Meet face-to-face with Native Aspirations evaluation staff.		NLT 12 weeks of CED and annually thereafter.
9.d	Conduct biweekly calls with GPO and other Federal staff to review progress, address challenges and ensure implementation of Plan of Performance.		Biweekly during Year 1. Monthly during Years 2-5.
9.e	Communicate regularly with local Native Aspirations sites and other technical assistance contractors serving the sites.		Ongoing.
9.f	Plan and staff a meeting for Native Aspirations sites.		Years 1, 3, and 5
9.g	Propose a strategy for building a network of Native Aspirations communities.		Years 2 and 4

10. Task Order and Data Management System			
10.a	Develop and submit draft IT Plan and IT Security Plan to the GPO and the Division of Management Systems-Information Technology Team (DMS-IT) [through the GPO] for review and approval.	4/1	NLT 8 weeks of CED.
10.a	Submit Final IT Plan and IT Security Plan to the GPO and the Division of Management Systems-Information Technology Team (DMS-IT) [through the GPO].	3/1	NLT 2 weeks of GPO and DMS-IT review of draft.
10.b	Develop and submit a Contract and Data Management System plan.	3/1	NLT 12 weeks of CED.
10.b	Submit revisions to this plan as part of the Plan of Performance.	2/1	At least 4 weeks prior to beginning of each contract year.
11. Transition Plans and Task Order Close Out			
11.a	Submit Transition Plan.	3/1	A final transition plan must be delivered to the GPO 6 weeks before the end date of the contract.
11.b	Deliver to the GPO all materials acquired for the sole use of providing training and technical assistance to Native Aspirations Reservations/Tribal sites.	3/1	Before the final date of the contract
11.c	Deliver to the GPO all software programs acquired, developed, or altered under this contract and for which contract funds were expended.	1/1	Before the final date of the contract.
11.d	Deliver to the GPO all course material acquired, developed, or altered under this contract and for which contract funds were expended.	1/1	Before the final date of the contract.
11.e	Deliver to the GPO the data base information system.	1/1	Before the final date of the contract.
11.f	All items in this task shall be packed in new boxes of uniform sizes with 5 copies of an inventory of the contents of each box.	1/1	Before the final date of the contract.