

The Outcomes of Diversity in Higher Education



SURVEILLANCE PLAN

A quarterly status report shall be provided by the contractor within 10 working days following the end of quarter following the effective start date of the award. A summary of accomplishments, problems encountered, and plans shall be provided for each task. The number of direct labor hours shall be provided for each task.

Work performed on this contract is subject to the technical review of the COTR. In general, the work will be evaluated in terms of how well the requirements are satisfied, clarity of documentation, and timeliness of scheduled task accomplishment. The management plan will be evaluated by smoothness of operations and timeliness.

The contractor's performance shall be evaluated under Tasks 1-20 by the COTR who will assign the following overall ratings: (1) Superior; (2) Acceptable; and (3) Unacceptable. For each task that the contractor performs at the 'Superior' level, a \$1,000 bonus will be awarded to the contractor. Conversely, for each task that the contractor performs at an 'Unacceptable' level, a 1,000 deduction will be made to the amount of the contract. In addition, the Contractor shall receive a \$1,000 bonus for each product of 'Superior' quality, and will receive a \$1,000 deduction for each product that is deemed 'Unacceptable' by the COTR. Performance bonuses for deliverables and products will be made in a lump sum following the completion of specific tasks. For each deliverable of 'Superior' quality completed in Tasks 2-4, 5-6, 7-9, 10-12, 13-16, and 17-20, a lump sum payment will be made following the completion of Tasks 4, 6, 9, 12, 16, and 20 respectively. No performance award shall be given for the completion of Task 1.

Standards

BASE YEAR

Task 1 Meet with COTR

Standard: Within 10 days following the contract award, the contractor shall meet with the COTR to discuss the final revisions to the proposal, including the plan of work, commitment of participants and/or collaborators, analysis plan, intended products, and dissemination and outreach plan.

Unacceptable performance: (1) Meeting does not take place within ten days of the contract

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award; or (2) the contractor does not contribute substantially to discussions on revisions of the analysis plan, intended products, or dissemination/outreach plan.

Acceptable performance: (1) Meeting with COTR takes place within specified time frame; and (2) the contractor considers alternative approaches to the problem, suggests solutions to problems; and (3) the contractor demonstrates that the intended products conform to established convention; and (4) the plan presents dissemination and outreach methods appropriate for each target audience.

Superior performance: (1) Meeting takes place within five days of the contract award; and (2) the contractor works closely with COTR and provides insight into potential problems and the contractor submits a report that is clear, comprehensible, and informative; and (3) the report addresses unexpected preliminary findings and presents feasible and insightful interpretations of the findings; and (4) the dissemination and outreach plan gives full consideration to the needs of intended target audiences.

Task 2 Finalize Commitments and Submit Revised Plan of Work

Standard: The contractor shall identify all project participants in a timely manner. Each participant's role shall be clearly described. The type of activity and amount of time for each participant/collaborator/consultant shall be well documented. The contractor shall revise the plan of work to incorporate the comments and revisions suggested by the COTR. The plan of work shall demonstrate a clear, in-depth understanding of the purposes of and the need for the proposed study. Analytic techniques are appropriate for the issues under study.

Unacceptable performance: (1) The contractor fails to identify all participants within the specified time frame; or (2) participants roles are ambiguous; or (3) the activity or the amount of time associated with each activity is not clearly articulated; or (4) the revised plan of work is unclear, poorly articulated, or shows poor understanding of the purposes and need for the study; or (5) the methodology or research design is inappropriate.

Acceptable performance: (1) The contractor identifies all participants within the specified time frame; and (2) the role of each participant/collaborator, and consultant is clearly described; and (3) the type of activity or the amount of time associated with each activity in the final plan of work is clearly articulated; and (4) the plan of work presents clear evidence that the contractor understands why the work is important; and (5) the methodology or research design is appropriate for study.

Superior performance: In addition to meeting the standards for acceptable performance, (1) the contractor uses measures and methods that are cost and time effective; and (2) the

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contractor not only presents a clear statement of a discrete problem and understands its importance, but also why it is more important than other allied problems.

Task 3 Implement Research Plan

Standard: The contractor shall conduct the study based on the research methodology described in the plan of work.

Unacceptable performance: (1) The contractor does not complete the research study within the specified time frame; or (2) the study is fraught with numerous problems and obstacles that should have been foreseen by the contractor, resulting in major modifications to the plan.

Acceptable performance: (1) The contractor completes the study within the specified time frame; and (2) the contractor effectively resolves or minimizes obstacles raised during the course of the study, requiring minimum modifications to the research plan.

Superior performance: In addition to meeting the above criteria for acceptable performance, (1) the contractor demonstrates foresight into and takes immediate action to correct potential problems, and (2) no modifications to the research plan are required.

Task 4 Prepare Report on Preliminary Findings

Standard: The contractor shall submit a narrative report describing significant preliminary findings of the research. The report shall not exceed 20 pages in length.

Unacceptable performance: The contractor (1) fails to submit the report within the specified time frame; or (2) the report exceeds the 20-page limit or submits a report that is less than 10 pages in length; or (3) the report does not address the relevance of the findings or the potential impact of the findings.

Acceptable performance: (1) The contractor submits the report within the specified time frame; and (2) the report does not exceed the maximum number of pages and does not go below 10 pages; and (3) the report addresses the potential impact of the findings on relevant stakeholders.

Superior performance: In addition to meeting the above standards for acceptable performance, (1) the contractor submits a report that clear, comprehensible, and informative; and (2) the report addresses unexpected preliminary findings and presents feasible and insightful interpretations of the findings.

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Task 5 Develop and Submit Draft Research 'Issues Brief' Report

Following a review of the report on the findings, the contractor shall prepare brief research report suitable for publication.

Standard: The contractor shall develop a brief report, between 4-6 pages, including tables and figures if applicable.

Unacceptable performance: (1) The contractor fails to submit the report in a timely manner; or (2) the report exceeds 6 pages in length; or (3) the report is unstructured or is not concise; or (4) the target audience for the report is not clearly identified, or 5) The report does not clearly address a specific research issue or question.

Acceptable performance: (1) The contractor submits the report within the specified time frame; and (2) the report is between 4-6 pages in length; and (3) the report is well structured and concise; and (4) the target audience is well identified; and, 5) The report is clearly focused on a specific research issue or question.

Superior performance: In addition to meeting the criteria for acceptable performance, the report is (1) clear, comprehensible, and informative and (2) presents feasible and insightful interpretations of the findings.

Task 6 Submit Final Draft of 'Issues Brief' Report

Unacceptable performance: (1) The final draft report is not delivered within the scheduled time frame; and (2) the report does not reflect the revisions and recommendations of the COTR.

Acceptable performance: (1) The final draft report is delivered with the scheduled time frame and reflects all comments and recommendations of the COTR; and (2) The document is appropriately formatted and does not require further editing.

Superior performance: The final draft report is delivered at least one (1) week prior to scheduled due date and is 'camera ready.'

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Task 7 Prepare Report on Research Findings

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Standard: The contractor shall submit a narrative report on significant findings. The report shall describe all findings not described in the preliminary report. The report shall not exceed 20 pages in length.

Unacceptable performance: (1) The contractor fails to submit the report within the specified time frame; or (2) the contractor exceeds the 20-page limit or submits a report that is less than 10 pages in length; or (3) the report does not address the relevance of the findings or the potential impact of the findings.

Acceptable performance: The contractor (1) submits the report within the specified time frame; and (2) the report does not exceed the maximum number of pages and does not go below 10 pages; and (3) the contractor discusses the relevance of the findings and potential impact on the findings.

Superior performance: In addition to meeting the above standards for acceptable performance, (1) the contractor submits a report that is clear, comprehensible, and informative; and (2) the report addresses unexpected findings and presents feasible and insightful interpretations of the findings.

Task 8 Prepare Draft Outline of Final Report

Standard: The contractor shall submit a preliminary outline of the draft report, based on the study's findings.

Unacceptable performance: (1) The contractor does not submit the outline in the time frame specified; or (2) the contractor omits relevant points and issues; 3) The outline is disorganized.

Acceptable performance: (1) The contractor submits the outline within the specified time frame; and (2) the outline is clear, consistent, forms a logical progression, and is inclusive.

Superior performance: In addition to meeting the criteria for acceptable performance, the outline requires minimal editing in matters of content.

Task 9 Submit Revised Outline of Final Report

Standard: The contractor shall submit a final outline of the draft report.

Unacceptable performance: (1) The contractor does not submit the outline in the time frame

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specified; or (2) the revised outline does not reflect the comments and recommendations of the COTR.

Acceptable performance: (1) The contractor submits the outline within the specified time frame; and (2) the outline reflects the comments and recommendations of the COTR.

Superior performance: In addition to meeting the criteria for acceptable performance, the outline requires no further editing.

Task 10 Prepare Draft Final Report

Standard: The report shall contain: (1) an introduction that discusses the major issues and research questions being addressed and includes a review of the available relevant literature on the issues; (2) analysis of the data and findings; (3) relevant data tables, charts, and graphs; (4) recommendations and future research needs; and, 5) 1-2 pages of highlights from the data. An executive summary in an appropriate non-technical style shall be prepared.

Unacceptable performance: (1) The draft final report is not submitted within the specified time frame; or (2) the introduction fails to address the major issues and research questions; or (3) data analysis fail to support findings; or (4) tables, charts, graphs contains errors, or otherwise inaccurate or incomplete; or (5) recommendations are unrealistic; or (6) the document is poorly written or requires major revisions in content and in editing.

Acceptable performance: (1) The draft final report is submitted within the specified time frame; and (2) all relevant sections are included in the final report; and (3) data analyses support findings; and (4) tables, charts, graphs are easy to read, accurate, and complete; and (5) recommendations are feasible and realistic; and (6) the document is well written in a language appropriate for its target audience(s) and requires minimal editing in areas of content.

Superior performance: In addition to meeting the criteria for acceptable performance, the draft final report is presented in a clear language appropriate not only to its target audience, but also to secondary audiences and the general public. In addition, the findings contribute substantially to the areas of affirmative action and diversity policies and practice by providing new knowledge about critical issues or raising provocative questions that frame national discussions on affirmative action/diversity programs and initiatives.

Task 11 Revise and Submit Final Report

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Standard: The contractor shall ensure that the comments, recommendations, and revisions made by the COTR are incorporated into the final draft and that the final draft is submitted in a timely manner.

Unacceptable performance: (1) The contractor fails to submit the revised draft report within the specified time frame; or (2) the document requires major revisions in content; or (3) the document reflects poor integration of the comments and recommendations of the COTR.

Acceptable performance: (1) The contractor submits the revised final draft report within the specified time frame; and (2) the document requires minimal editing; and (3) the revision adequately reflects the comments and recommendations of the COTR.

Superior performance: In addition to meeting the criteria for acceptable performance, the revised final draft requires no editing.

Task 12 Meet with COTR to Discuss Research Needs Relevant to Current Activity

Standard: The contractor shall meet with the COTR to discuss implications of the current study and to submit a plan to examine additional research questions and issues relevant to the project.

Unacceptable performance: (1) The plan is not logically linked to the current study; or (2) The plan is unclear, poorly focused, or poorly articulated.

Acceptable performance: The contractor clearly demonstrates that research issues and questions are clearly linked to the project's findings.

Superior performance: In addition to meeting the criteria for acceptable performance, the contractor presents a cohesive line of inquiry that will contribute to, strengthen, and/or influence national research on affirmative action/diversity programs, and clearly describes how the additional research questions will be examined. The plan is both cost and time effective.

Option Year 2

Task 13 Implement Follow-up Analyses Plan

Standard: The contractor shall conduct the study based on the research methodology described in the plan.

Unacceptable performance: (1) The contractor does not complete the analyses within the

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specified time frame; or (2) problems arise during the analyses phase that should have been foreseen by the contractor, resulting in major modifications to the research plan.

Acceptable performance: (1) The contractor completes the analyses within the specified timeframe; and (2) the contractor effectively resolves or minimizes obstacles raised during the course of the analyses, requiring minimum modifications to the plan.

Superior performance: In addition to meeting the above criteria for acceptable performance, (1) the contractor demonstrates foresight into and takes immediate action to correct potential problems, and (2) no modifications to the research plan are required.

Task 14 Prepare and Submit Draft Report on Findings

Standard: The report shall contain: (1) an introduction that discusses the major issues and research questions being addressed and includes a brief review of the available relevant literature; (2) analysis of the data and findings; (3) relevant data tables, charts, and graphs; (4) recommendations and future research needs; and (5) 1-2 pages of highlights from the data. An executive summary in an appropriate non-technical style shall be prepared.

Unacceptable performance: (1) The draft final report is not submitted within the specified time frame; or (2) the introduction fails to address the major issues and research questions; or (3) data analysis fail to support findings; or (4) tables, charts, graphs contains errors, or otherwise inaccurate or incomplete; or (5) recommendations are unrealistic; or (6) the document is poorly written and requires major revisions in content and in editing.

Acceptable performance: (1) The draft final report is submitted within the specified time frame; and (2) all relevant sections are included in the final report; and (3) data analyses support findings; and 4) tables, charts, graphs are easy to read, accurate, and complete; and (5) recommendations are feasible and realistic; and (6) the document is well written in a language appropriate for its target audience(s) and (7) requires minimal editing in areas of content.

Superior performance: In addition to meeting the criteria for acceptable performance, the draft final report is presented in a clear language appropriate not only to its target audience, but also to secondary audiences and the general public. Also, the findings contribute substantially to the areas of affirmative action and diversity policies and practice by providing new knowledge about critical issues or raising provocative questions that frame national discussions on affirmative action/diversity programs and initiatives.

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Task 15 Submit Final Report of Findings

Standard: The contractor shall ensure that the comments, suggestions, and revisions made by the COTR are incorporated into the final draft and that the final draft is submitted in a timely manner.

Unacceptable performance: (1) The contractor fails to submit the revised draft report within the specified time frame; or (2) the document requires major revisions in content; or (3) the document reflects poor integration of the recommendations of the COTR.

Acceptable performance: (1) The contractor submits the revised final draft report within the specified time frame; and (2) the document requires minimal editing; and (3) the revision adequately reflects the comments and suggestions of the COTR.

Superior performance: In addition to meeting the criteria for acceptable performance, the revised final draft requires no editing.

Task 16 Develop and Submit Preliminary Dissemination Products

Standard: The contractor shall prepare and submit products that will effectively inform relevant constituencies and the public on critical research findings and implications of the study.

Unacceptable performance: (1) The products are not submitted within the specified time frame; or (2) the products are not in camera ready format.

Acceptable performance: (1) The products are submitted within the specified time frame and are camera ready; and (2) the products are specifically designed for each target audience.

Superior performance: In addition to meeting the criteria for acceptable performance, the products will promote intellectual exchange across all levels of constitutes at the national level, and in both public and private sectors.

Task 17 Submit Final Dissemination Products

Standard: Upon review and approval of the preliminary dissemination products by the COTR, the contractor shall submit the final dissemination products.

Unacceptable performance: (1) The products are not submitted within the specified time frame and (2) the products do not reflect the recommendations made by the COTR.

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Acceptable performance: (1) The products are submitted by the due date; and (2) the products reflect the recommendations of the COTR.

Superior performance: In addition to meeting the criteria for acceptable performance, products, require no further modifications. **b**

Task 18 Revise and Submit Dissemination and Outreach Plan

Standard: Based on the research findings, the contractor shall revise the dissemination and outreach plan, and describe how the dissemination products will be used.

Unacceptable performance: (1) The contractor fails to submit the plan in a timely manner; or (2) the dissemination and outreach strategies fail to identify the specific needs of each target audience; or (3) the dissemination and outreach plan does not take the project's findings into consideration; or (4) the plan does not clearly demonstrate how the information will reach targeted audiences.

Acceptable performance: (1) The contractor clearly describes and justifies cost-effective dissemination and outreach procedures that assure the materials reaches those responsible for and interested in diversity programs, policies, and practices; and (2) specific needs of each target audience are clearly identified.

Superior performance: In addition to meeting the criteria for acceptable performance, the plan is likely to result in the information from this study actually contributing to the understanding of the effects of diversity and affirmative action programs in higher education.

Task 19 Implement Dissemination and Outreach Activities

Standard: The contractor shall implement activities described in the dissemination and outreach plan.

Unacceptable performance: The contractor fails to follow activities and timelines articulated in the plan.

Acceptable performance: The contractor follows the plan and completes activities within the specified time frame.

Superior performance: In addition to meeting the criteria for acceptable performance, modifications are required to the plan. **n**

Task 20 Develop and Submit Report on Dissemination and Outreach Activities

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Standard: The contractor shall submit a report on all dissemination and outreach activities related to project.

Unacceptable performance: The report is not completed within the scheduled timeline.

Acceptable performance: The report is completed within the scheduled timeline.

Superior performance: In addition to meeting the criteria for acceptable performance, the report clearly describes all dissemination and outreach activities and discusses the impact of the activities on targeted audiences.

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SCHEDULE OF DELIVERABLES

<u>Deliverable</u>	<u>Due Dates</u> (Weeks after <u>Award</u>)	<u>COTR</u>	<u>Copies</u> <u>CO</u>	<u>Government</u> <u>Review Time</u>
<u>Base Year:</u>				
Finalized List of Participants and Collaborators	2 weeks		2 1	1 week
Revised Plan of Work	4 weeks		2 1	1 week
Revised Analysis Plan	4 weeks	2	1	1 week
Revised Management Plan	4 weeks		2 1	1 week
Revised Product Plan	4 weeks	2	1	1 week
Revised Dissemination Plan	4 weeks	2	1	1 week
Quarterly Report	16 weeks		2 1	
Status Report	24 weeks		2 1	
Quarterly Report	32 weeks		2 1	
Preliminary Findings Report	40 weeks	5	1	2 weeks
Draft 'Issues Brief' Report	43 weeks		5 1	2 weeks
Quarterly Report	48 weeks		2 1	
Final Draft 'Issues Brief' Report	52 weeks		2 1	
<u>Option Year 1:</u>				
Status Report	58 weeks		2 1	
Research Findings Report	62 weeks		5 1	
Quarterly Report	64 weeks		2 1	
Outline of Final Report	66 weeks		5 1	1 week
Revised Outline of Final Report	72 weeks		5 1	1 week
Quarterly Report	72 weeks		2 1	
Draft of Final Report	87 weeks	5	1	2 weeks
Quarterly Report	88 weeks		2 1	
Final Report	99 weeks	5	1	
Follow-up Analysis Plan	102 weeks		5 1	2 weeks

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SCHEDULE OF DELIVERABLES (cont.)

<u>Deliverable</u>	<u>Due Dates</u>		<u>Copies</u>		<u>Government</u>
	<u>(Weeks after</u>	<u>COTR</u>	<u>CO</u>	<u>Review Time</u>	
	<u>Award)</u>				
<u>Option Year 2:</u>					
Quarterly Report	118 weeks		2	1	
Draft Follow-up Findings Report	120 weeks		5	1	2 weeks
Final Follow-up Report	126 weeks		5	1	
Prelim. Dissemination Products	130 weeks		5	1	2 weeks
Quarterly Report	134 weeks		2	1	
Final Dissemination Products	146 weeks	5	1		
Quarterly Report	150 weeks		2	1	
Dissemination and Outreach					
Implementation Report	155 weeks		5	1	