

**SAMPLE
ADDENDUM I
SCOPE OF SERVICES**

The Contractor will design educational outreach materials about water quality at campgrounds for print and online publication for the Government's public outreach program in accordance with the following:

A. Draft Design

1. Printed Materials/ Brochures

Within thirty (30) calendar days of the effective date of this Contract, the Contractor will deliver two (2) packages of three (3) sample brochures ("Sample Brochure Set") to the Government for consideration. The samples shall be delivered in printed tri-fold format using 8.5"x14" paper and in portable document format (.pdf) via email to outreachmaterialsreview@dpws.vi.gov. One Sample Brochure Set must include "Code V1" on the bottom right corner of each of the three (3) brochures and the other Sample Brochure Set must include "Code V2" on the bottom right corner of each of the three (3) brochures.

Each Sample Brochure Set must contain an English version, a Spanish version and a Haitian Creole version. Each Sample Brochure Set must each contain a different design scheme and each brochure within a Sample Brochure Set must include the following information, in a clear and concise manner, at minimum:

- a. The different sources of water at campgrounds (i.e. guts, beaches, wells, standpipes);
- b. Identification of water pollutants (e.coli, total coliform, enterococci etc.);
- c. Sources of water pollution (e.g. leaking septic tanks, animals nearby, improper disposal of wastes, pesticides, etc.);
- d. Water testing and purification methods;
- e. General safety precautions and best practices to minimize risks of ingesting contaminated water; and
- f. A weblink to an online booklet with additional information.

2. Online Booklet

Simultaneously with the design and development of the Sample Brochure Sets, the Contractor will develop a booklet of no less than 10 pages with the same information as the Sample Brochure Sets. The booklets will include more in-depth discussions on the topics covered in the Sample Brochure Sets and the booklets must contain a list of resources for the public to access additional information.

Within thirty (30) calendar days of the effective date of this Contract, the Contractor will deliver two (2) packages of three (3) sample booklets ("Sample Booklet Set") to the Government for consideration. The Sample Booklet Sets shall be delivered via email to outreachmaterialsreview@dpws.vi.gov. One Sample Booklet Set must include "BK V1" on the bottom right corner of the cover page of each of the three (3) booklets and the other Sample Booklet Set must include "BK V2" on the bottom right corner of the cover page of each of the three (3) booklets.

Each Sample Booklet Set must contain an English version, a Spanish version and a Haitian Creole version. Each Sample Booklet Set must each contain a different design scheme which corresponds with the design scheme in the brochures. Thus the Sample Booklet Set labeled BK V1 should correspond with the design

scheme in Sample Brochure Set labeled Code V1 and the Sample Booklet Set labeled BK V2 should correspond with the design scheme of the Sample Brochure Set labeled Code V2.

B. Initial Review and Revisions

Within twenty (20) working days of receipt of the Sample Brochure Sets and Sample Booklet Sets, the Government will select one of the two Sample Brochure Sets and the corresponding Sample Booklet Set for further development. The Government will offer comments and revisions to the Contractor for inclusion in the second draft of the selected Sample Brochure Set and selected Sample Booklet Set. The Government will include its comments and revisions on the pdf version of the Sample Brochure Set and Sample Booklet Set and return to the Contractor by email, at the email address designated by the Contractor for the submission of comments.

Within fifteen (15) calendar days of receipt of the Government's comments and revisions, the Contractor shall incorporate the Government's revisions into the selected Sample Brochure Set and Sample Booklet Set. The Contractor shall submit a revised Sample Brochure Set to the Government in printed tri-fold format using 8.5"x14" paper and in pdf format and a revised Sample Booklet Set via email to outreachmaterialsreview@dpws.vi.gov. This Sample Brochure Set must include "Code V3" on the bottom right corner of each of the three (3) brochures. This Sample Booklet Set must include "BK V3" on the bottom right corner of the cover page of each of the three (3) booklets.

C. Focus Group Presentation

Within twenty (20) working days of receipt of the Government's approval on the draft design on the Sample Brochure Set and Sample Booklet Set, the Contractor will conduct a five-minute oral presentation of the Sample Brochure Set and a five-minute presentation of the Sample Booklet Set to a Focus Group of ten (10) individuals who will be selected by the Government.

At the conclusion of the presentations, Contractor shall conduct a question and answer session with the Focus Group to gauge the Focus Group's reaction to the Sample Brochure Set and the Sample Booklet Set and to solicit suggestions for improvement from the Focus Group.

D. Revised Draft & Meeting with Government

Within three (3) working days of the Focus Group Presentation, the Contractor shall meet with the Government, including the Executive Assistant Commissioner and the Director for Water Testing for the Department of Public Water Systems to discuss the findings of the Focus Group Presentation.

At this meeting, the Contractor will provide the Government with a report on the Focus Group to include the Group's comments on the Sample Brochure Set and Sample Booklet Set to include all positive comments and suggestions for improvements and whether the Contractor accepted or rejected the suggestions for improvements from the Focus Group. If the Contractor rejected any suggestions from the Focus Group, the Contractor shall include an explanation of the reasons for rejecting the suggestions from the Focus Group.

If any changes were made to the Sample Brochure Set and/or the Sample Booklet Set following the Focus Group Presentation, the Contractor will present a revised draft of the Sample Brochure Set and/or the Sample Booklet Set to the Government for consideration. This Sample Brochure Set must include "Code

V4” on the bottom right corner of each of the three (3) brochures and the Sample Booklet Set must include BK V4 on the bottom right corner of the cover page of each booklet.

E. Final Materials

1. Printed Materials/ Brochures

Within five (5) days of the Meeting, the Government will approve or disapprove the Sample Brochure Set. If the Government approves of the Sample Brochure Set labeled Code V4, it will provide the Contractor with a formal letter approving the revised Sample Set and ordering the printing of the brochures. Upon receipt of the Government’s approval, the Contractor will be authorized to print one thousand (1000) copies of the brochures in English, one thousand (1,000) copies in Spanish and one thousand (1,000) copies in Haitian Creole.

If the Government does not approve of the changes made to the Sample Brochure Set, the Government will provide a letter to the Contractor disapproving the Sample Brochure Set labeled Code V4, along with instructions to utilize the Sample Brochure Set labeled Code V3 for printing. Upon receipt of the Government’s approval, the Contractor will be authorized to print one thousand (1,000) copies of the brochures in English, one thousand (1,000) copies in Spanish and one thousand (1,000) copies in Haitian Creole.

2. Online Booklet

Within five (5) days of the meeting, the Government will approve or disapprove the Sample Booklet Set in a letter to the Contractor. If changes were made following the Focus Group, the Government will approve or disapprove the Sample Booklet Set labeled BK V4. If the Government does not approve of Sample Booklet Set labeled BK V4, the Government will inform Contractor that the Government will utilize the Sample Brochure Set labeled BK V3.

Within three (3) days of receiving the Government’s letter, the Contractor will provide the Government with the final version of the booklet, including the English version, the Spanish version and the Haitian Creole version. The Government shall remain responsible for uploading the booklets to its own website.

F. Delivery

The Contractor will deliver a total of three thousand (3,000) copies of the approved brochures, comprised of one thousand (1,000) copies of the brochure in English, one thousand (1,000) copies in Spanish and one thousand (1,000) copies in Haitian Creole, no later than fifteen (15) days of receipt of the Government’s letter in Item E.1 above.