



## Request for Proposal Questions and Responses 2

**Request for Proposal:** 2019 Boston Behavioral Risk Factor Survey

**Proposal Due Date:** Monday, December 10, 2018

All Prospective Proposers: In reference to the proposal solicitation, the following questions and inquiries were submitted, and receive a response from Boston Public Health Commission below.

1. Regarding the statement: *"The BPHC is seeking a vendor to conduct on-going monthly BBRFSS data collection among Boston residents for a 12-month period beginning in late January 2019."* Are there any expectations as to the distribution of completed interviews? Are they to be evenly distributed over the 12 months? Does the vendor have any discretion as to the timing of interviewing?

Answer: Interviews are to be evenly distributed over the 12-month period. The interview timing should follow CDC BRFSS calling protocol with approximately 20% of interviews conducted on weekdays and approximately 80% on weeknights and weekends. (This schedule changes to accommodate holidays and special events.)

2. Regarding the statement: *"The BPHC is seeking a vendor to conduct on-going monthly BBRFSS data collection among Boston residents for a 12-month period beginning in late January 2019."* In the past it appears that BPHC has fielded the BRFSS every other year, is BPHC changing its approach to continuous ongoing monthly surveys with no breaks between years?

Answer: No BPHC is not changing its approach. Our "2019" survey will be conducted from approximately late January 2019 – late January 2020. End date will be 12 months after the survey launch in order to cover a continuous 12-month cycle and avoid seasonality bias.

3. Regarding the statement: *"The BPHC is seeking a vendor to conduct on-going monthly BBRFSS data collection among Boston residents for a 12-month period beginning in late January 2019."* Will the contract that results from this solicitation be a one-year agreement, an ongoing agreement, or a one-year agreement with options for renewal?

Answer: The contract will cover longer than a one-year time period in order to allow time for survey preparation and interviewer training, and then data cleaning, weighting and the production of a methods report, but it is a one-time contract. There will not be an automatic option for renewal or an ongoing agreement.

4. Regarding the statement. *"BPHC does not plan to conduct an advance mailing to the potential participant pool, nor a mailing for a follow-up survey of non-responders."* Would BPHC be interested in a methodology that includes a pre-notification letter if this can be shown to reduce data collection costs or improve response rates?

Answer: We would consider this option if the proposal provides evidence of its merits. If an alternate method is proposed which affects costs, please provide two versions of the cost of services table. One with your proposed method, and one cost table with the methods as described in the RFP.

5. Regarding the statement in Terms of Service paragraph e: *“All work performed under the contract shall be performed by employees of the Applicant.”* Does this preclude the use of a phone center partner on a subcontract basis for data collection?

Answer: No, but we would expect to have their role and experience specified in the proposal and you would be responsible for their performance. Also, relevant contract provisions (e.g., the living wage ordinance) would apply to any subcontractors.

6. Please provide the name of the prior vendor for this work and the approximate number of times this vendor has fielded the BRFSS for BPHC.

Answer: The most recent vendor was ICF. BPHC has used a variety of vendors since we began the Boston BRFSS in 1999. ICF has conducted the two most recent Boston BRFSS.