

Request for Consultant Quote:
City of Boston and Suffolk County Substance Use Prevention Strategic Plan

Questions & Answers

1. Can proposals be submitted to the address provided on page 2 via a courier service or is the expectation that proposals be submitted via postal mail?

A: Proposals can be submitted by courier or postal mail. Proposals sent by mail must be post marked by the due date.

2. Can you please clarify the deliverables for this project? Page 4 indicates a written report and Power Point presentation summarizing major findings and recommendations. However, throughout the document there is also mention of a strategic plan. Is a strategic plan a third expected deliverable?

A: The written report and findings will summarize major findings and recommendations, as well as suggest potential strategies to address recommendations.

3. Can you please clarify the target audience for substance abuse prevention efforts? Is the focus on youth or are adults included as well? If there is a youth focus, what is the age range?

A: The population of focus is early childhood, middle and high school age youth. We are particularly interested in underserved groups including children, youth of color and LGBTQ. Specifically proposals should assess strengths/what is working among these groups, as well as unmet needs.

4. Page 5, item 1 states “An inventory of existing private and public prevention and intervention services.” Can you please clarify if this includes treatment services in addition to prevention services?

A: The inventory of services should include prevention and intervention services for high-risk youth; an inventory of treatment services does not need to be included.

5. Can you please elaborate upon the role of the BCBSMA Foundation, Office of Recovery Services, and BPHC in the inventory? Are representatives of these entities members of the Advisory Committee? Are these entities able to share or facilitate access to data to inform the assessment? If so, what sources of information do these entities have access to?

A: Representatives from Mayor's Office of Recovery Services, Boston Public Health Commission, and Blue Cross Blue Shield of Massachusetts Foundation will be on the oversight committee and will assist the selected consultant in utilizing existing data sources. To avoid redundancy and duplication there are already completed needs

assessments that should be consulted and leveraged. These will be shared with the selected consultant.

6. Page 5, item 1 refers to an Advisory Committee; whereas, item 2 refers to an Oversight Committee. Is Advisory Committee the same as or different than the Oversight Committee?

A: The oversight committee is an internal group providing insight to overall project management, and the advisory committee is a larger group of experts and community stakeholders which will provide feedback to the selected consultant and help shape the final report.

7. Page 5, item 3 states the evaluation should include documentation of policies. What level of policies (e.g., local, state, national)?

A: Documentation of existing prevention policies should include local, state, and national promising practices. These can include policies, interventions, including curricula across early childhood to late adolescence.

8. Page 7, item 6. Is this for the assessment portion only? In item 6a are you seeking a list of specific data sources that we intend to use?

A: Please list any known data sources that you plan to utilize. To avoid redundancy and duplication there are already completed needs assessments that should be consulted and leveraged. These will be shared with the selected consultant.

9. Page 7 lists a BCBSF work plan as a relevant document but a link does not appear to be provided. Can you please share this document?

A: Link for work plan is attached

10. Recommendations from the final report are not restricted to the MGH DoN funds but should serve as a blueprint for the city of Boston and Suffolk County.