



Request for Quotes  
Substance Abuse and Mental Health Services Administration Evaluator

Recovery Services Bureau  
Boston Public Health Commission

September 4, 2020

## I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC Recovery Services Bureau (RSB) is seeking quotes for a Lead Evaluator – Consultant for the Substance Abuse and Mental Health Services Administration (SAMHSA) funded Pregnant and Postpartum Woman (PPW) Funding Opportunity Announcement (FOA).

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage unrepresentative businesses that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to submit their quotes with their Minority Certification attached.

## II. Scope of Work

This Scope of Work purpose is to enhance and expand the RSB's Entre Familia (EF) program's approach to address the identified need for family-centered residential substance use treatment services for PPW Latinas through a new model that focuses on additional and enhanced family-centered services, on-site nursing case-management, post-residential community-based follow-up and services for women and their families, and a stronger connection to existing evidence-based parenting and children's services.

The proposed funded project builds upon, expanding and enhancing Entre Familia's previous experience in service, and systems integration, and the implementation of trauma-informed services and family services. The overall purpose of the project is to provide; cost effective, comprehensive and sustainable services that address the needs of Latino families, preserve and support the family unit and provide a healthy and safe environment for women and their children. RSB is requesting quotes to identify an experienced consultant to carry out the tasks for the last two project years.

Consultant Responsibilities or Tasks will include:

1. Development and implementation of the overall process and outcome evaluation activities for the proposed project
2. Oversee all evaluation activities including the implementation of existing evaluation instruments and protocols and modification of such instruments as needed; development of data programming and merged data sets, setting up data codes, data sources, data files programming
3. Oversee data collection (GPRA and local evaluation tools) and service tracking systems
4. Ensure adherence with SAMHSA reporting requirements including preparing and completing continuation application (evaluation sections) and project data analysis and reports
5. Responsible for preparing a final report of the evaluation outcome and as applicable assist in writing papers and presentations from the project
6. Oversee the implementation of all evaluation protocols and fidelity measures and modify as needed
7. Function as liaison between the project and SAMHSA for evaluation related activities and questions
8. If required, attend, and represents the project in 1-2 grantee annual SAMHSA meetings in Washington, DC

### III. Minimum Qualifications

Proposers that submits quotes must possess the following qualifications:

1. Doctorate in public health, social sciences, health sciences.
2. Must have minimum of 7 years of experience in program development, evaluation or research and policy issues in the addiction field and other behavioral health areas.
3. Must have advanced skills in evaluation, data analysis, management of large data sets, writing scientific and/or program evaluation documents and understanding of public health interventions targeting Latina women and/or families.
4. Must have advanced skills and experience in qualitative methods including design of qualitative protocols, data collection and coding, analysis, and writing.
5. Must have in-depth knowledge and familiarity with the Latino community and population, needs of women with substance use disorder and implementation of women's treatment programs.
6. Demonstrated experience as lead author of data or evaluation reports and presentations.
7. Must be fully bilingual (written and oral)

### IV. Quote Requirements

Please submit the following documents:

1. National Institute of Health bio-sketch (2 pages maximum)
2. Resume or Curricular Vitae
3. Letter stating willingness to, if selected, play the role of lead evaluator
4. Bio or brief description of your relevant experience in similar projects
5. Three examples of first authored program/evaluation or policy reports or published articles
6. Proposed budget using the template included (Attachment A). Budget should include consultant hourly rate.

All documents should be submitted to:

Devin Larkin  
Recovery Services Bureau Director  
Boston Public Health Commission  
[DLarkin@bphc.org](mailto:DLarkin@bphc.org)  
Phone: (617) 534-9385

### V. Period of Performance and Location

Consultant services are expected to begin on or about October 1, 2020 through September 29, 2022 (throughout the remaining two years of the project). In addition to the agreed upon contract amount, if such meetings are required by SAMHSA, BPHC will allow additional cost per year in the consultant's contract to cover the travel cost of attending up to 2 grantee meetings/per project year in Washington, DC.

## VI. Submission Instructions

Please submit your Quotes *No later than Friday, September 18, 2020 by 5:00pm via email to:*

Devin Larkin  
Recovery Services Bureau Director  
Boston Public Health Commission  
[DLarkin@bphc.org](mailto:DLarkin@bphc.org)  
Phone: (617) 534-9385

**Note:** The contract resulting from this RFQ is formed when BPHC approves and signs Standard Contract and accompanying documents completed by the selected lead evaluator. Services shall begin on the agreed upon contract start date.

**NO EXCEPTIONS TO THIS DEADLINE, September 18, 2020 by 5:00PM**

**ATTACHMENT A**

Detailed Scope of Work	Proposed Budget
<ol style="list-style-type: none"> <li>1. Conducts informed consent and data collection interviews with participants and including:                             <ol style="list-style-type: none"> <li>a. Interview Surveys at Intake within 72 hours of admissions, 6 - Months Post Intake, and ensures staff complete the Discharge GPRA.</li> <li>b. Qualitative Interviews (at baseline, 2 - 3 weeks post baseline, and at 6 months post baseline).</li> <li>c. Enters GRPA data on SAMHSA portal within 72 hours of client admission and discharge</li> <li>d. Interviews with clients while at the EF Program are conducted via BPHC virtual meeting portal and scheduled in coordination with program staff who will provide clients with a private office and assist the client in logging in to the meeting.</li> <li>e. Interviews with clients after they leave the program are conducted via BPHC telehealth portal or telephone depending on the client’s access to internet once out of the program.</li> <li>f. Completes required paperwork for participant payment for interviews and ensures that responsible program staff provides payment via gift card to each woman. Gift cards are provided in person to women in the program facility and via mail to those who have left the program.</li> </ol> </li> <li>2. Coordinates with program staff to ensure they record all services received by program participants and enter them into the data base.</li> <li>3. Creates and upkeepes linked analytic databases required for conducting data analyses.</li> <li>4. Conducts data analyses of interview survey data and qualitative interviews</li> <li>5. Summarizes and interprets data analysis findings quarterly to share with staff to identify important trends for quality improvement and to identify any data problems such as missing data etc.</li> <li>6. Prepares SAMHSA required evaluation reports and related presentations to answer evaluation questions specified in original grant application. Evaluation reports required by funder should include standard sections of research documents: Introduction on program background and goals, Methods, Results, Conclusions, Lessons Learned regarding implementation of Services and Client Outcomes, Tables, Figures and References.</li> </ol>	

<ol style="list-style-type: none"><li>7. Identifies any changes required for IRB and provides PI with required information to IRB including those for yearly IRB renewal and final IRB application closure.</li><li>8. Communicates and coordinates with program staff on the evaluation related activities to ensure that:<ol style="list-style-type: none"><li>a. staff are following IRB procedural protocols related to introducing potential participants to the evaluation and evaluator.</li><li>b. scheduling times and telehealth connection for interviews with clients while they are at the facility.</li><li>c. collecting and checking completeness and quality of services received data, and any other data needed from participant program records.</li><li>d. stay informed on admissions and discharges</li></ol></li><li>9. Participates in monthly evaluation meetings with project staff to discuss any challenges in evaluation activities. Provides brief report on number of Baseline interviews conducted in previous month compared to monthly recruitment goal; cumulative intakes conducted through grant funding period compared to goal, number of discharge and 6-month interviews conducted compared to goal of 80%.</li><li>10. Attends required and suggested meetings and conference calls with funder.</li><li>11. Maintains excellent communication and relationships with program staff and community partners.</li><li>12. Provides needed resources and training to staff conducting evaluation related tasks so they can successfully complete the required work.</li><li>13. Develops and implements quality assurance measures for data review and oversight.</li></ol>	
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