



2021 Boston BRFS Request for Proposal Questions and Responses

Request for Proposal: 2021 Boston Behavioral Risk Factor Survey

Proposal Due Date: Monday, November 16, 2020

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

1. Due to the restrictions on working at our corporate offices due to COVID 19, and in the interest of the safety of our employees and staff, we would like to respectfully request delivery of the proposal via electronic method.

Due to COVID-19 safety restrictions applicants may submit proposals for the 2021 Boston Behavioral Risk Factor Survey via electronic method only. For our applicants' safety and that of our staff, this is the preferred method and we apologize for the oversight in our initial RFP posting. Please submit your proposal according to the specified time line to research@bphc.org and to Dan Dooley, Director of Research and Evaluation at ddooley@bphc.org.

2. The solicitation requires that offerors: "Review and sign the Submission Checklist (page 13) which contains all information required in the RFP to ensure inclusion of all requested information and forms." Page 13 does not include the Submission Checklist. Can the BPHC please provide this document?

A Submission Form and a Cover Form have been provided as addenda. These forms are required.

3. Our understanding is that the number of English and Spanish interviews is set, with an option to include up to 5 other languages. Given this understanding, what percentage of interviews should bidders assume for other add-on languages?

According to the American Community Survey (2015, US Census Bureau) the most frequently spoken language at home among those age 5 years and older for Boston (not including English) are: Spanish 17%, Chinese 5%, French Creole (including Haitian Creole) 4%, Vietnamese 2%, Portuguese (including Cape Verdean Creole) 2%. Please extrapolate from these data to estimate add-on languages.

4. What is the anticipated funding level for this opportunity?

The final budget has not been set. We are looking for the best value, and the price matrix table is required in the RFP response to help us identify our best options.

5. Please confirm that electronic signatures will be accepted.

Yes, electronic signature will be accepted.

6. Please advise as to where a draft contract or terms and conditions of the resultant contract can be found on the BPHC website. Please also confirm that exceptions to terms and conditions can be taken.

A sample BPHC standard contract is provided for your reference as an addendum. Exceptions to the terms and conditions can be requested and our Legal Department would review any such requests.

7. Is BPHC open to non-RDD methodologies for some or all of the data collection?

The bulk of the project data collection should be conducted utilizing RDD methodologies. We are willing to consider other data collection methods for reaching hard-to-reach population groups such as our non-English and non-Spanish speaking residents.

8. Will BPHC allow incentives to be provided to respondents?

No.

9. Per page 3 of the RFP, "respondents who do not reside in Boston...will not be eligible for participation.". In the 2019 data collection, what percent of respondents screened out because they did not reside in Boston?

Please see the detail provided in the 2019 Methods Report.

10. For the small area sampling during the 2019 survey administration, at what rates were the three different groups sampled: those with a zip code matching the Boston area, those with a zip code not matching the Boston area, and those without a matched zip code?

Please see the detail provided in the 2019 Methods Report.

11. On page 3 of the RFP, BPHC writes "To determine the rate centers, previous vendors have created a map of the study area and overlaid the location of the local cellular rate centers. The rate centers were then stratified into high density and medium density based on the percentage of respondents who reported that they lived in Boston based on previous Boston BRFSS data.". Can BPHC share a list of rate centers included in the sampling frame for the prior survey cycle, and identify each as either high or medium density?

Please see the detail provided in the 2019 Methods Report.

12. Can BPHC share the 2017 or 2019 BBRFSS Methods Report?

Yes. The 2019 BBRFSS Methods Report is provided as an addendum item.

13. What was the AAPOR#4 response rate for the 2019 BBRFSS?

Please see the 2019 Methods Report for the available response rates.

14. When was the last Boston BRFSS conducted?

March 2019 – May 2020

15. Who is the incumbent of the most recent Boston BRFSS?

ICF

16. What was the contract value of the most recent Boston BRFSS?

The contract value was \$686,538.00.

17. How many interviews were conducted for the most recent Boston BRFSS?

3,001

18. What was the % landline and % cell phone for the most recent Boston BRFSS?

Approximately 25% landline and 75% cell phone

19. Can you please provide a methods report from the most recent Boston BRFSS?

The 2019 BBRFSS Methods Report is provided as an addendum item.

20. What were the landline and cell phone CASRO and AAPOR response rates from the most recent Boston BRFSS?

Landline CASRO: 44.9%, Cell phone CASRO: 31.0% Please see the 2019 Methods Report for the available response rates.

21. What percent screened out because they were ineligible from the landline sample from the most recent Boston BRFSS?

Please see the detail provided in the 2019 Methods Report.

22. What percent screened out because they were ineligible from the cell phone sample from the most recent Boston BRFSS?

Please see the detail provided in the 2019 Methods Report.

23. What were the procedures to reach Boston residents who use cell phone numbers with area codes and exchanges outside of the Boston area?

Please see the detail provided in the 2019 Methods Report.

24. Can you please provide the final disposition list for landline and cell phone samples from the most recent Boston BRFSS?

Disposition	Landline	Cell
1100	679	2121
1200	56	145
2111	382	.
2112	43	177
2120	334	1059
2210	13	90
2220	1373	.
2320	1	5

2330	6	23
3100	7212	42113
3130	8641	1573
3140	9106	34826
3150	112	147
3200	156	203
3322	70	58
3330	861	4696
3700	34	11
4100	536	11069
4200	3173	88
4300	111421	55680
4400	2157	14364
4430	8	2
4460	.	105
4500	8192	3282
4510	63	34
4700	7	367
Total	154,636	172,238
Screening	44.9%	74.9%
Cooperation	25.5%	62.6%
Resolution	83.1%	51.4%
CASRO	44.9%	31.0%
Refusal	21.8%	10.6%

25. Can bidders propose a Cost-Plus-Fixed Fee contract type?

No, we are seeking a firm fixed cost contract.

26. What is the anticipated funding level or ceiling for this contract?

The final budget has not been set. We are looking for the best value, and the price matrix table is required in the RFP response to help us identify our best options.

27. Terms of Service (d): If a vendor's staff working on this contract are located outside of the City of Boston are they considered "covered employees" per the definition in the Boston Jobs and Living Wage Ordinance and eligible to be paid the City of Boston living wages?

The City of Boston living wage applies even if staff are outside of Boston.

28. The RFP requires bidders to submit three hardcopies of the proposal. Given the restrictions in many offices due to COVID, are bidders allowed to submit electronic versions via email (1 original and 1 copy) instead?

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