



**Request for Proposal  
Questions and Responses**

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**Request for Proposal: *Needs Assessment and Strategic Plan Consulting for CDC BOLD Grant Core Capacity Award***

**Proposal Due Date: Thursday, November 11, 2021 5:00 PM EST**

*The unedited questions below were provided directly by prospective RFP applicants.*

**1. Is there some flexibility on timeline to complete the needs assessment portion of the work?**

Yes. Please note this contract concludes in late September 2022. All work and deliverables must be completed by then.

**2. In terms of the budget component of the RFP, are you expecting that we budget in, for example, stipends, food, etc. for participants and/or convening we do?**

Yes. BPHC expects the selected consultant to cover some convening costs. Please note the budget template is not prescriptive. Include necessary expenses. BPHC will cover nominal engagement costs related to residents for their work in areas like focus groups. BPHC will also support with the overall outreach efforts to reach diverse stakeholders to collect information, assist in identifying no cost sites to host focus groups that have capacity to accommodate daycare for families with small children. BPHC, may also provide the consultant with online capacity to convene focus groups, interviews, and other engagements (e.g. Zoom meetings). However, it's recommended that budget accounts for all other anticipated costs for convenings.

**3. Please provide details on the support service of the BPHC. Will we have access to data analysts, graphic design, support for focus group invitations etc.**

Yes, there is basic support within BPHC to do data analysis (e.g. descriptive statistics), graphic design, and inviting focus groups by e-mail or mail. BPHC will support overall outreach efforts to reach residents and community organizations to participate in focus groups and may also provide staff support for editing documents and facilitating interviews and focus groups. Any needs beyond the basics will be the responsibility of the consultant.

**4. Can you share a copy (or link) to the grant proposal submitted to the CDC?**

No. It is standard practice the grant narrative is only shared with official grant partners. General information is available on the CDC website about the grant: <https://www.cdc.gov/aging/funding/php/index.html>. A 1-page narrative about the CDC-funded initiative in the City of Boston is in the Appendix below.

- 5. Have you already chosen the members of the Boston BOLD Advisory Committee? If so, can you share their names and how you have currently engaged them in work, if at all? If not, are you requesting assistance in putting this group together?**

Yes. Currently, there are 7 named community partners on the BOLD Advisory Committee: *Boston Age Strong Commission, Black Ministerial Alliance of Greater Boston, Boston/Ten Point Coalition, Boston Housing Authority, the Alzheimer's Association (Massachusetts/New Hampshire Chapter), the Archdiocese of Boston Hispanic-Latino Ministries, the Multicultural Alzheimer's Prevention Program (MAPP) at Massachusetts General Hospital, the Geriatrics Section at the Boston University (BU) and Boston Medical Center, and a caregiver advocate.* The advisory committee may suggest and nominate additional members in the future. The consultant is welcome to suggest any other potential stakeholders who will help elevate the CDC BOLD grant-supported work.

- 6. What other health departments/partners/universities are working on this public health approach to address ADRDs (i.e., Alzheimer's Association, Boston University, etc.)? Are these organizations willing to share their project-relevant data and research for the purpose of this engagement?**

In Boston, the other partners involved on this public health approach to ADRDs are our named partners noted in the answer for Question 5, above. For national partners in the BOLD initiative, please see the CDC link in Question 4. Yes, as a part of our partnership, partners will be contributing to project-relevant data and research for this engagement.

- 7. Have you identified the number of stakeholder interviews and focus groups you are looking to hold as part of this project?**

No. This will be determined by BPHC and the BOLD Advisory Committee, in collaboration with the selected consultant.

- 8. Have you identified the number of committee meetings you want held throughout process?**

Yes. There will be two official meetings during the first half of Year 1 in the grant. We look to have at least 3 official meetings in the year. BPHC looks to engage individual Advisory Committee members more often by email, phone, video conferencing, and other creative means to optimize committee involvement, particularly for the needs assessment and strategic plan.

- 9. Understanding the uncertainty around the COVID-19 pandemic, is there a preference at this time to keep everything virtual?**

Our preference is to optimize the reach of this work and to make sure equity is considered and integrated throughout all our work in terms of accessibility and representation. BPHC is open to various options and we have the capacity to host virtual engagements.

- 10. Do the resume/CV of staff count toward the 10-page limit?**

No. Please note the selection committee will have a very short turn around to announce the selected consultant. Kindly keep your applications to-the-point. All additional information may be submitted as attachments. To make this process easier, please combine all necessary documents in one single PDF and submit the others as separate documents.

## **APPENDIX**

### **Boston Public Health Commission BOLD Project**

#### ***Background***

The Boston Public Health Commission (BPHC) has been awarded \$700,000 from the Center of Disease Control and Prevention (CDC) Core Capacity Award under the Building Our Largest Dementia (BOLD) Infrastructure for Alzheimer's Act, Public Law 115-406, for Public Health Programs to Address Alzheimer's Disease and Related Dementias. The grant was launched on September 30, 2021.

BPHC is among a select number of state, local, and tribal public health departments, as well as national partners and universities, who are working together on a public health approach to address Alzheimer's disease and related dementias with this two-year CDC award.

#### ***Related Information***

Boston is the largest city in Massachusetts and New England, grounded in a rich history of cultural and ethnic diversity. With a growing older population, Boston has sought to become more age-friendly and dementia-friendly. Boston expects the older adult community to grow well over 125,000 residents by 2030. Among Boston's older adult residents, 26% are African American, 9% are Asian, and 11% are Latinx. With this, addressing Alzheimer's disease and related dementias is an important strategic priority for the City of Boston and the Boston Public Health Commission.

#### ***Partnership and Project Goals***

In collaboration with the major city agencies and community organizations, the BOLD Advisory Committee is comprised of: **Boston Age Strong Commission, Black Ministerial Alliance of Greater Boston, Boston Housing Authority, the Alzheimer's Association (Massachusetts/New Hampshire Chapter), the Archdiocese of Boston Hispanic-Latino Ministries, the Multicultural Alzheimer's Prevention Program (MAPP) at Massachusetts General Hospital, and the Geriatrics Section at the Boston University (BU) and Boston Medical Center.**

This extensive collaboration will develop an infrastructure and strategic plan for the City of Boston that will mobilize a broad team of expert stakeholders and residents to implement system change in healthcare and community programming. The BOLD Advisory Committee will also engage in activities that will include developing policies and programs to advance risk reduction approaches, improving early diagnosis, preventing and managing comorbidities, and avoiding hospitalizations.

The Boston Public Health Commission is in the process of identifying a consultant who will facilitate the needs assessment and strategic plan work supported by the BOLD award. It is anticipated that the first engagement and meeting as a full BOLD Advisory Committee will be in November 2021.

BPHC looks forward to working with its partners and Advisory Committee members on this project to create a roadmap to address Alzheimer's disease and related dementias for the City of Boston. For more information, please contact Eugene Barros [ebarros@bphc.org](mailto:ebarros@bphc.org)

