



Request for Proposal

Consultant for Research and Evaluation and or Data Analysis

02/03/2023

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. Public service and access to quality healthcare is the cornerstone of our mission—to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable. Our many programs are grouped into six bureaus: Adolescent & Family Health; Community Health Initiatives; Homeless Services; Infectious Disease; Recovery Services; and Emergency Medical Services.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises(CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non Profit(MNPO), Women Non Profit(WNPO), Minority Women Non Profit(MWNPO) and local businesses to apply to this RFP.

II. RFP Timeline

Friday, February 3, 2023	Legal Notice Publication in the Boston Globe
Friday, February 3, 2023	RFP available online at BPHC RFPs and Bids Boston.gov by 10:00 am EST
Wednesday, February 8, 2023	Questions due via email by 4:00 PM <u>EST</u> to: Catherine D’Vileskis, Director of Pre-Award Grant Administration at: cdvileskis@bphc.org Subject – Research and Evaluation Consultant
Mondy, February 13, 2023	Responses to questions available for viewing at BPHC RFPs and Bids Boston.gov by 5:00 PM EST
Friday, February 24, 2023	Proposal due via email by 5:00 PM EST: Subject – Research and Evaluation Consultant Email: Procurement@bphc.org NO EXCEPTIONS TO THIS DEADLINE
Monday, March 6, 2023	Notification of Decision: Selected candidate will be notified of decision by 5:00 pm EST. BPHC has the discretion to extend this time period without notice to the proposers.

III. Scope of Work

The BPHC seeks the assistance of organizations with expertise in the areas of research, evaluation and/or data analysis. The selected vendors will provide the BPHC with technical assistance and expertise to help carry out project evaluations, research and other activities for federally funded grants and other projects, and to generate knowledge to further improve the public's health.

Areas of research expertise that may include:

- Survey research, including sample design, data collection, analysis, and development of needs assessment
- Statistical analyses of health data including changes in health outcomes with adjustments for environmental, policy, demographic, and other factors
- Program evaluation, including design, analysis, and report preparation
- Qualitative and mixed methods analysis
- Subject matter expertise in health economics, cost-effectiveness analysis, comparative-effectiveness analysis, health inequities research, behavioral health research, health policy analysis and evaluation expertise in a wide range of other areas including substance use, homelessness, maternal and child health, environmental health, infectious disease, and other areas.

IV. Minimum Qualifications

The following are the key criteria considered by BPHC when evaluating each response:

- The organization must have experienced individuals with expertise in the subject areas for which the response is written.
- The organization must demonstrate previous experience in completing projects requiring at least one of the types of expertise detailed above.
- Knowledge of racially equitable evaluation frameworks is required.
- Knowledge and familiarity with Boston communities and neighborhoods will be a significant addition to a respondent's proposal.
- Two references are required for all organizations. A BPHC contact may be used as one of the references. A second reference other than BPHC that is relevant to the vendor's expertise is also required.

V. Proposal Requirements

Submission Process the following in no more than five pages, single spaced, 12-point Times New Roman font:

- Organization's background and scope of work, including Mission Statement

- Experience working with, and knowledge of, Boston neighborhoods
- Organizational expertise in areas of research, survey research, evaluation, statistical analysis methodology, data management, cost effectiveness and cost evaluation
- Experience developing IRB applications and managing survey, research, and evaluation processes, including data security and confidentiality procedures
- Approach to health equity and diversity, including your approach to culturally responsive evaluation and equitable evaluation framework
- Organizational expertise in data visualization and communication

Not included in five-page limit:

- Resumes and brief bios of key personnel leading evaluation projects.
- Examples of projects from the past three years to include problem or research question, approach, and solution or product; and
- Two references. A BPHC contact may be used as one of the references. A second reference other than BPHC that is relevant to the vendor's expertise is also required.

VI. Period of Performance and Funding

The contract resulting and in work performance will commence on or about March 13, 2023, through June 30, 2024, with an option to renew up to two-year with the end date at June 30, 2026 at BPHC's discretion.

The BPHC is procuring this RFP as an open contract that offers a list of qualified consultants to provide services when needed.

Vendors who qualify will be required to enter into a contract, however, the contract is not guarantee any funding until the consultant is called upon and agrees to provide the service as needed. Bureaus and programs within BPHC will contact vendors for specific services and negotiate the specified request under the scope of service and compensation method.

VII. Submission Instructions

Submit your Proposal to: Procurement@bphc.org by Friday, February 24, 2023, 5:00 pm EST.

Subject – Research and Evaluation Consultant