



BAHEC Youth Programs Evaluator

Request for Proposal Vendor Questions and Responses

RFP Due Date: Monday, February 17, 2025

Q1. I am interested in applying for this RFP and had a question regarding location. Is the consultant/team required or preferred to be based in Boston?

A: BPHC prefers a Boston-based consultant or team, but this is not a requirement.

Q2. Do vendors need to be registered with the state of Massachusetts to respond and/or support the Boston Public Health Commission with this work?

A: Vendors do not need to register with the state of Massachusetts to respond to this RFP or support the Boston Public Health Commission with this work.

Q3. In addition to the Boston Public Health Commission and BAHEC, what other entities are expected to be involved?

A: Please refer to the response to question 17 for details on other entities involved.

Q4. Will BPHC be offering incentives for participant engagement?

A: BPHC will offer financial incentives to encourage participant engagement.

Q5. Does the BPHC have an estimate for how many participants will take part in the evaluation?

A: 54 unique students have participated in BPHC's behavioral health careers pipeline program.

Q6. Can more information be provided about the goal of the sustainability plan for evaluation efforts moving forward?

A: This evaluation aims to develop tools that BPHC can use for future programming. A senior BPHC program manager and a program coordinator will ensure its continuation.

Q7. We note that the itemized budget is inclusive of "personnel costs, data collection expenses, materials, travel, analysis, reporting, and any applicable administrative costs." What, if any, travel is expected?

A: This project requires little to no travel.

Q8. The proposal evaluation criteria calls out CUBE vendor status as an evaluation factor. Are vendors required to be certified in the Boston Supplier Diversity Program to receive an award? Will vendors receive a higher evaluation if they are certified in the Supplier Diversity Program?

A: Vendors do not need certification in the Boston Supplier Diversity Program to receive an award. However, BPHC considers CUBE vendor status as a factor in the proposal evaluation process.

Q9. When is the project start date? March 2025?

A: This project will start in March 2025 once BPHC finalizes the paperwork and executes the contract.

Q10. How long has the program been in existence?

A: BAHEC started in 1978, and BPHC added the Behavioral Health Pipeline programming in the spring of 2024.

Q11. What period of time would the evaluation cover? This current year?

A: This evaluation will cover the 2024 calendar year, including spring, summer, and fall BAHEC programming terms.

Q12. How will the evaluation findings be used?

A: BPHC will use the evaluation findings internally to improve the program and assess its impact. BPHC may also share findings with partners and key stakeholders as needed.

Q13. Since this is a short evaluation period, what support will the Boston Health Commission provide?

A: BPHC's BAHEC Director will be available for regular meetings and will provide foundational documents and additional support as needed.

Q14. If ARPA funds are rescinded, does that mean the evaluation will no longer continue or will other funds be allocated?

A: Per BPHC Procurement policies, all contracts are subject to the availability of funding. The BPHC Standard Contract includes a provision stating that if a contract is supported by a grant and that grant is modified or terminated, BPHC may also modify or terminate the contract.

Q15. When did the BAHEC activities for this evaluation begin, and how many students have participated in summer 2024 enrichment programming and afterschool programming related to mental health first aid training and community engagement projects thus far during the 2024-25 school year?

A: The evaluation activities began in Spring 2024, with 22 students participating in the spring, 25 in the summer, and 12 in the fall.

Q16. What is the distribution of participating students by grade level?

A:

		Grade			
Term	Total #	9 th	10 th	11 th	12 th
Spring 2024	22	3	6	7	6
Summer 2024	25	0	8	5	12
Fall 2024	12	1	3	2	6

Q17. Which partner organizations are participating in the project and what are their roles (e.g., services they are providing)?

A:

Partner	Services	Term
Williams James College	Provided two workshops for our youth: Mental Health Literacy and Wellness + Academic and Career Ladder Exploration for Behavioral Health	Summer 2025
Health Resources in Action	Provided three workshops for our youth: Professionalism, Networking, & Resume Building	Summer 2024
New Generations Consultants & Associates	Provided two workshops for our youth: Understanding Trauma & Grief and Loss	Summer 2024
National Council for Mental Wellbeing	Provided Training for our Senior Program Manager to train and certify youth in teen mental health first aid	Spring 2024

Q18. What services have been provided to students this year through connections to health care professionals, structures, career pathways, and health care networking opportunities?

A: Students received a variety of services this year through connections to healthcare professionals, structured programs, career pathways, and networking opportunities. In Spring 2024, they participated in the Behavioral Health Afterschool Program. In Summer 2024, they engaged in field placements at external organizations, attended a behavioral health careers expo (speed networking event), completed Teen Mental Health First Aid training, and participated in workshops led by behavioral health professionals. In Fall 2024, they took part in Behavioral Health and Mental Health Afterschool Programming. BPHC will provide more details about these services upon execution of the contract.

Q19. How many health care professionals have participated in the project to date, which health care areas do they represent, and which health care organizations have provided staff to participate in the initiative?

A: Approximately 15 health professionals have participated thus far, representing Boston Medical Center, Williams James College, the Haitian Mental Health Network, UMass Boston, BU School of Social Work, MGH Institute of Health Professions, and the Boston Public Health Commission.

Q20. Did the program begin with a six-week summer enrichment program in summer 2024? How many students participated in the summer enrichment program?

A: No, the behavioral health pipeline programming began in the Spring of 2024. 25 students participated in the 2024 summer program.

Q21. Please explain the CUBE vendor status component for the evaluation of proposals and how that is scored?

A: Evaluations are conducted holistically, considering applicants' knowledge, experience in program evaluation and youth programs, the quality and alignment of the proposed work with the RFP's goals, cost, and CUBE vendor status. Please see the scoring criteria in the next question.

Q22. Can Boston Public Health Commission share the scoring criteria for proposals (e.g., % for knowledge and experience in program evaluation and youth programs, % for evaluation approach, % for project cost, % for CUBE vendor status)?

A: Boston Public Health Commission evaluates proposals based on the following criteria: 40% for the proposal and scope of work, 40% for knowledge and experience, with 20% allocated to program evaluation experience and 20% to youth program experience, 10% for project cost, and 10% for CUBE vendor status.

Q23. Will the evaluator be given contact information to health care professionals participating in the initiative to conduct interviews?

A: Yes, the evaluator will receive contact information for healthcare professionals participating in the initiative, but only if the professionals give their consent.

Q24. If student interviews are conducted or surveys administered to students regarding awareness of health care careers and other areas, will passive or active consent from parents be required?

A: Parental consent is needed only for audio recordings of focus groups.

Q25. Will this contract be awarded on a firm fixed price basis?

A: Yes, this contract is awarded on a firm fixed price basis; however, it includes a 10% contingency for approved adjustments.

Q26. For the piloting the data collection tools, interview protocols, focus group guides and survey instruments, could you please provide more information about the expected sample size and any other specifics about the participant pool so that we can better understand the extent of the pilot population?

A: The pilot population includes 54 unique participants who have engaged in the programming. These participants are high school students ranging from 9th to 12th grade, come from Boston and surrounding communities, and are all students of color. Additional details can be provided as needed for the evaluation.

Q27. Given that this work will be funded through ARPA funds, does BPHC already have approval to spend ARPA funds on these activities, or will commencement of work be dependent on further approval of funds distribution?

A: This RFP ties to the goals of this ARPA Sub Code. Our current funding has been 100% Obligated to BPHC by the City of Boston so does not require any additional approval of funds distribution in order to enter into an agreement based on this RFP.