



Community Based Violence Intervention and Prevention Initiative (CVIPI)

Request for Proposal – Vendor Questions

RFP Due Date: August 29, 2025

Q1: Will CVIPI welcome submissions from multi-person consulting practices as well as from an individual analyst? Does CVIPI have a preference for either a multi-person consulting practice or an individual analyst?

A1: CVIPI welcomes submissions from multi-person consulting practices and has no preference

Q2: Has CVIPI already engaged the "outside evaluator" referenced in the RFP, and what is the relationship between the work scope of the evaluator and the work scope of the analyst sought in this RFP?

A2: CVIPI is working with an academic evaluator working on a separate federally funded grant. The evaluator's focus is primarily process oriented while this analyst will be more program driven.

Q3: Has CVIPI published a comprehensive list of its programs and services to date that can be used by the proposer as a basis for determining the minimum scope of services to fulfill the engagement objectives?

A3: CVIPI has not published such a list.

Q4: The RFP notes that the program is federally-funded. Is there any concern that funds to support this work will be rescinded during the project year ending September 30, 2026?

A4: Recission of federal funds is a possibility. If federal funds are rescinded, this contract will end.

Q5: Is the logic model described in the RFP a result of previously completed research, and, if so, will the selected proposer have access to that research?

A5: It is unknown if analyst would have access to material used to create logic model.

Q6: Are personnel biographies acceptable in place of formal resumes/CVs, or does CVIPI require proposers to include formal resumes/CVs?

Q6: CVIPI requires formal resumes/CV

Q7: The RFP specifies proposers must have experience with data mining. How does CVIPI envision that skill being used over the course of this engagement?

A7: CVIPI does not have a set vision for use of data mining over the course of the contract, though familiarity with large data sets is valuable to the work.

Q8: Could you please share the CVIPI logic model referenced in the RFP?

A8: Logic Model can be obtained by emailing afigueroa@bphc.org

Q9: Are specific short-, medium-, and long-term outcomes already defined for this initiative?

A9: Yes. They are included in the logic model.

Q10: Will the selected contractor be expected to build data collection tools from scratch, or are there existing instruments that can be refined?

A10: Data collection tools will need to be created.

Q11: Can you clarify the role of the "outside evaluator" mentioned in the scope? How will responsibilities be divided?

A11: CVIPI is working with an academic evaluator working on a separate federally funded grant. The evaluator's focus is primarily process oriented while this analyst will be more program driven. Exact division of responsibilities is still to be determined.

Q12: Could you provide additional detail about the target population to be engaged (e.g., demographics, location, risk factors)?

A12: The target population of this project is made up of three groups of people located in the Roxbury, Mattapan and Dorchester neighborhoods. The demographics are formerly incarcerated persons who have committed violent crimes at a young age, caregivers of such persons, and residents and community members.

Q13: Will there be opportunities to engage with existing community partners or coalitions as part of the evaluation design?

A13: Yes. Data Analyst will be expected to design evaluation plan in partnership with existing members of the project.

Q14: What systems are currently in place for managing or storing program data?

A14: Currently we are using Microsoft office and written reports to manage data. BPHC has access to REDCAP, which can be used to support this project.

Q15: Will the selected vendor have access to existing administrative datasets (e.g., from BPD or DOC), and will data use agreements be required?

A15: We are working with BPD to access data from the BRIC.

Q16: Are there any required or preferred methods for data collection (e.g., trauma-informed interviews, GIS mapping)?

A16: No, but both quantitative and experiential data collection methods must be utilized.

Q17: Will the longitudinal component involve tracking individual participants over time?

A17: No. longitudinal component will be looking at aggregate over time.

Q18: Are there any grant reporting deadlines or expected deliverable dates we should be aware of?

A18: Reports will be due quarterly, with timeline for other specific deliverables to be determined based on proposal.

Q19: Beyond narrative reports, are other deliverables expected (e.g., presentations, infographics, cleaned datasets)?

A19: Quarterly presentations to support the reports are also expected.

Q20: Given the \$36,000 budget cap, are there expectations for the number of interviews, meetings, or deliverables?

A20: No

Q21: Are software or platform costs (e.g., transcription, survey tools) allowable under the budget?

A21: Any software or platform costs must be purchased solely for this contract and cannot be used for anything else. In addition, this contract will only pay for the service or software for the contract period.

Q22: What is the expected invoicing and payment schedule for this project?

Q23: Is there a preferred file naming convention for the PDF submission?

A23: CompanyCVIPIData.pdf

Q24: May sample evaluation tools or previous work be submitted as an appendix?

A24: Yes

Q25: The RFP states "In partnership with Program Manager (PM) and outside evaluator." What is the role of the evaluator in this data analyst role and how do you envision the consultant will collaborate with the external evaluator?

A25: CVIPI is working with an academic evaluator working on a separate federally funded grant. The evaluator's focus is primarily process oriented while this analyst will be more program driven. Exact division of responsibilities is still to be determined.

Q26: The RFP states "With grant reporting requirements in mind, curate and analysis collected data." It looks like this is part of a grantmaking portfolio. Are they envisioning that the pool of interviewees and focus group participants would include grantees? How big is the portfolio/how many grantees are there?

A26: Pool of interviewees and focus group participants will be drawn from population served by grantees.

Q27: Would the consultant have access to granted reports?

A27: Yes

Q28: As asked in the bid regarding Minimal Qualifications Proposers must possess the following qualifications: • Knowledge of social science research methods • Experience with data mining and visualization • Experience with narrative data analysis – Is this requirement for the vendor or the employee?

A28: Vendor

Q29: Are H1B candidates allowed/preferred for the required positions?

A29: This position is not open to H1B candidates.

Q30: Is subcontracting allowed for this contract?

A30: Yes, though subcontracts will require extra accountability measures to take place

Q31: Is there any preference for local vendors?

A31: There is a preference for vendors local to one of the three target neighborhoods, though not exclusively so.

Q32: Are there any preferred VISAs for the required candidates?

A32: This contract is not opened to visa candidates.

Q33: Is it a re-Bid or a new contract?

A33: New Contract

Q34: If Re-Bid, could you please provide the incumbent details?

A34: No incumbent.

Q35: Could you please share the budget allocated for the contract?

A35: \$36,000.

Q36: Could you share the historical spend for the categories/positions required in the RFP?

A36: This is a new contract.

Q37: Are there any mandate Benefits, Paid Time Off, Vacation or Holiday Pay?

Q38: Could you please provide a Holiday List for the "agency".

A38: This is a contracted position and will not abide by BPHC personnel policies.