



Administration and Finance
Executive Office

Data Analytics and Epidemiology for Health of Boston

Revised
03/10/2023

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. From ongoing efforts to address trauma and build resiliency in our neighborhoods affected by community violence to innovative initiatives that will support healing and recovery for Boston residents impacted by chronic disease, COVID-19, and the national opioid epidemic, BPHC, with support from community partners, continually strives to achieve its mission to promote, protect and preserve the health of all Boston residents - particularly groups that have been historically socially and economically marginalized by structural racism.

At BPHC, the Center for Public Health Science, Technology, and Innovation (“SciTech”) utilizes up-to-date and comprehensive data along with state-of-the-art methodology, digital assets, and tools to deliver timely, accurate, and community-responsive public health information and resources to local, state and federal stakeholders for evidence-based decision-making and implementation of interventions while continually evaluating the quality and impact of processes and products for improved public health and racial equity outcomes.

Health of Boston (HoB) is an annualized surveillance report on the health of Boston residents focused on disease-specific determinants of health data stratified by age, race-ethnicity, neighborhood, and other demographic variables. HoB aims to provide residents, medical and public health professionals, community advocates, and health policymakers with actionable information on the conditions that affect the health of Boston residents. The report highlights trends in disease incidence, hospitalizations, and mortality; as well as demographics and health determinants. Data sources typically include the U.S. decennial census and the American Community Survey (ACS), death registries, hospital inpatient discharge, payer/claims databases, and surveys that document individual health conditions and behaviors. The HoB is constituted of several reports each focusing on a specific disease (e.g., asthma, obesity, hypertension, cancer, HIV, hepatitis) or upstream conditions impacting the overall population health experience (e.g., demographics; community assets; other social, structural, and environmental determinants of health). Examples of HoB reports can be found here: <https://www.boston.gov/government/cabinets/boston-public-health-commission/health-data/health-boston#health-of-boston-reports>

SciTech is seeking a contractor with expertise in public health surveillance, health data analytics, and social epidemiology to provide analytic services including the production of HoB reports specifically related to maternal and child health, violence, demographics, social determinants, community assets, infectious diseases, and environmental health by acquiring (where necessary) and analyzing data from new and existing sources and generating HoB reports.

As part of BPHC’s efforts to have an equitable procurement process, BPHC will consider and encourage unrepresented businesses that include; 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

02/27/2023	Posted on boston.gov/bids by 10:00 AM EST
03/20/2023	Questions due in writing by 5:00 PM <u>EST</u> to khall@bphc.org: Subject – Advanced Data Analytics and Epidemiology for Health of Boston
03/24/2023	Responses to questions will be available for viewing on boston.gov/bids by 5:00 PM EST
03/27/2023	Proposal due via email by 5:00 PM EST Subject – Advanced Data Analytics and Epidemiology for Health of Boston Email: Procurement@bphc.org NO EXCEPTIONS TO THIS DEADLINE
04/03/2023	Notification of Decision: Desired date to award. BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.

III. Scope of Work

SciTech is soliciting proposals to select one or more vendors, hereinafter referred to as the “CONTRACTOR”, for public health surveillance, health data analytics and epidemiology services to accelerate the process of updating our Health of Boston (HoB) report sections which will include maternal and child health, violence, demographics, social determinants of health, community assets, infectious disease (including sexual health), and environmental health (see relevant reports/chapters under *Most Recent Report by Chapter* at <https://www.boston.gov/government/cabinets/boston-public-health-commission/health-data/health-boston#health-of-boston-reports>). The contractor will acquire data, analyze data, generate visual presentation of data, provide written descriptions of data, provide contextual narrative with written supportive text including proper citation of relevant literature references.

Deliverables include the following and any other that might be necessary to complete the scope of services:

- The CONTRACTOR will provide estimates for the work on a per section basis. Potential modules include maternal and child health, violence, demographics, social determinants of health, community assets, infectious disease (including sexual health), and environmental health. Additional modules may be considered.
- Create a project management plan and timeline in collaboration with SciTech for each section/module of the HoB.
- Develop applicable analytical code in R as necessary (SAS is also acceptable but R is preferred). Code will be archived for future use by SciTech for future reports
- Produce graphs and tables modelled on previous respective chapters of disease and determinant prevalence overall and stratified by race/ethnicity, age, sex, neighborhood (zip code) using data from most recent data years
- Compare rates and changes over time in disease area stratified by demographic variables
- Produce report with descriptive text summarizing observations

IV. Minimum Qualifications

- CONTRACTOR must have experience leading and coordinating projects similar in size and scope as this one
- CONTRACTOR must have expertise in data analytics and epidemiology and programming in R is preferred
- CONTRACTOR must have experience generating public health reports

Preference will be given to applicants that hire staff locally from the City of Boston.

Note: Proposals must provide evidence of Qualifications for all items listed above.

V. Proposal Requirements

The CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services.

Please submit the following documents:

- a. Qualifications, and Experience: Please provide a description and brief history/background of your company including the date established, number of employees, qualifications, and the organization's experience and history related to this project. Also identify the qualifications and experience of the key team member(s) that will work on the project. Emphasize the specific qualifications and experience from projects similar to this project for the key team members. Key team members are expected to be committed for the duration of the project. Critical skills and experience should include public health surveillance, health data analytics and epidemiology.
- b. Brief description of two projects of relevant experience related to this project (1 page), including samples of work.
- c. Work Plan and Timeline: Please provide information on how you will conduct each section of the HoB, identification of deliverables for each task and a schedule. The work plan should be in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and include durations for the performance of each task.
- d. Itemized quote for services, including a cost breakdown for each deliverable described above, and an hourly rate to apply to ad hoc work. Please provide information on how you will control project costs to ensure all work is completed within the negotiated budget for the project.
- e. A minimum of three client references with complete contact information – preferably from local government, public health, medical, or local educational institutions – for which similar services have been provided. References should include:
 1. Date of services provided
 2. Brief description of products and services
 3. Client/Institution name
 4. Current contact person
 5. Address
 6. Telephone number
 7. Email address
 8. Contract amount

VI. Period of Performance and Location

The effective date of providing the required product and services shall be for one year from contract execution, with options to renew the contract at the sole discretion of BPHC. Options for renewal for up to two additional 12-month periods.

Location: Remote and occasionally in person at 1010 Massachusetts Avenue, Boston MA 02118, or other nearby locations within the City of Boston. Office hours for BPHC and the City of Boston are 9:00 to 5:00 PM EST.

VII. Project Budget

The budget for the project will depend on the number of modules/HoB sections.

VIII. Evaluation Process

An evaluation team will score the proposals received in accordance with the terms of this RFP in the following manner:

Qualifications, Experience, and References: (60 Points)

Pricing / Rate Proposal: (20 Points)

Work Plan and Schedule: (20 Points)

IX. Submission Instructions

Proposals are due via email by March 13 by 5:00 PM EST.

Subject: Response: Advanced Data Analytics and Epidemiology for Health of Boston – [Proposer's Name]

Send the proposal and any supporting documentation to procurement@bphc.org

NO EXCEPTIONS TO THIS DEADLINE