



Request for Proposal
Questions and Responses

Request for Proposal: EVALUATION CONSULTANT FOR LEARNING COLLABORATIVE

Proposal Due Date: 8/7/2023 11:59pm

Q: Can you please describe with additional detail the existing program data collection sources and/or systems that may need to be amended or strengthened during the evaluation implementation?

A: The sources and systems are to-be-determined based on each participating program's goals and priorities. Please see *Scope of Work, Specific consultant activities* (pgs. 3-4) section of RFP for additional detail.

Q: We would like to learn more about the anticipated level of stakeholder involvement in the co-creation of an evaluation work plan. Have those key stakeholders already been identified? What is their expected capacity for participation in evaluation co-design? Should the proposed budget include compensation for their time and expertise?

A: For the overall project, we have already identified and engaged an Advisory Group of key stakeholders representing different City programs, and thus far have gathered preliminary feedback on the design of the Learning Collaborative and the consultant RFPs. We have invited them to continue to meet on a quarterly basis for 90 minutes (and those who are interested and have capacity for 1:1s in between), to inform different elements of the project (of which includes the evaluation plan). For co-design of the evaluation related to specific program's change activities, we have not yet finalized the programs/key stakeholders that will be participating in the pilot Collaborative.

Given the importance of a robust evaluation, we are anticipating requesting that to participate in the pilot, programs must have representatives who can dedicate a portion of time to evaluation activities (1-2 hours a month for example). However, the specific amount of time and structure for this is to-be-determined by the project team (including evaluation consultant), Advisory Group and stakeholders. In terms of compensation for stakeholder time and expertise, we have allocated funds in the broader project budget to support participating program's activities, of which some might be available to support engagement related to evaluation activities. We also anticipate strategies such as flexible scheduling and other approaches to modeling a trauma-informed and equitable approach throughout the process.

Given this and considerations related to City of Boston employee compensation regulations (e.g. abiding collective bargaining agreements) we do not recommend consultant proposals include compensation for participation in the budget.

Q: Is BPHC open to proposals that suggest alternate evaluation designs or modifications to evaluation questions?

Q: To what degree is BPHC willing to modify or adapt proposed evaluation activities based on community priorities and needs that emerge during the evaluation planning process?

A: Alternative evaluation designs or modifications can be proposed and further clarified as part of a collaborative planning process, and all evaluation needs to meet goals and aims as noted in proposal (e.g. trauma-informed and equitable approach) and will need to align with City reporting requirements.

Q: Is there a required or preferred format for the monthly reporting outlined in the RFP? To what extent is there flexibility around timing and/or format for these interim reports?

A: The required format will be reviewed and finalized after consulting begins. Time dedicated to data collection and reporting may evolve based on participant program needs and goals. However, our federal funders require quarterly reports on basic metrics. Budget proposals may take into consideration time and/or additional resources (e.g. subcontracted graduate interns) for administrative tasks such as report preparation and data analysis.

Q: Is BPHC open to a budget that is flexibly allocated over the time period, or does the evaluation consultant need to budget the same amount each year?

A: Budget allocation needs may be discussed after the contract is awarded, all funds need to be contracted and encumbered by December 31, 2024.

Q: On page 6 (Section V. Proposal Requirements), there is a page limit (2-3 pages) for the bullet on description of experience (in orange below). For the subsequent bullets (in green), however, there are no page limitations.

Should I assume that all bullets are to fit onto 2-3 pages, or is there only a limitation for the explanation bullet?

A: The explanation of how your experience and skills meet the scope should be within 2-3 pages. The remainder of the bullet points (examples, challenges, questions, budget, etc.) are in addition to those pages and have no page requirements.