



Request for Proposal Questions and Responses

Request for Proposal: Curriculum Development
Proposal Due Date: May 22, 2023

1. Have you identified subject matter experts or are you expecting the vendor to provide subject matter expertise on each of the topics you've outlined?
 1. We are expecting the vendor to provide the subject matter experts to develop the curriculum.
2. *Is there source material for each of the topics outlined in the RFP?*
 1. N/A
3. Do you expect the vendor to implement the evaluation plan and monitor results?
 1. We do expect the vendor to implement the evaluation plan but do not expect the vendor to provide ongoing monitoring. The Boston Public Health Commission has an Evaluation Department that will support this activity and lead the ongoing monitoring.
4. Does "in-person" specifically refer to live, synchronous learning, where learners and facilitator are all physically located in the same room?
 1. Yes, but as outlined in the RFP, we are looking for content to be developed utilizing a variety of learning models, including in-person, asynchronous (on our internal Learning Management System) live virtual sessions, and/or micro-learning models.
5. Can the curriculum include live-virtual components?
 1. Yes, we would welcome live-virtual components included in the curriculum.
6. What standards of accessibility should the learning assets and experiences meet, e.g., WCAG version?
 1. WCAG and ADA are our general operating standards of accessibility.
7. Given that the RFP includes elements, have instructors already been identified?
 1. The Consortium for Professional Development is the learning hub for all BPHC employees. The Consortium employees 10 Trainers that will be the primary instructors for all content developed.
8. What is driving the timeline you proposed in the RFP?
 1. The RFP timeline is based on the CDC Infrastructure grant funding the curriculum development process. To ensure we stay on track with the timeline provided to the CDC in the scope of work.
9. I will engage freelance contractors from trusted partners that specialize in learning design professionals. Given that I have not hired specific contractors at this time, would general resumes suffice?
 1. Yes, general resumes will be sufficient to submit a proposal. We would expect to receive resumes for all subcontracted partners before work curriculum development began.
10. Beyond being registered in [SAM.gov](https://sam.gov) and creating an account in CommBuys, are there other requirements to qualify for submitting a bid?
 1. All requirements to submit a bid are included in the RFP, "Requirements" section.